

The Company

Our client is a training institution and have been in existence for over 30 years as one of the leading Namibian Vocational Education and Training (VET) institutions with an intake of about 1200 trainees per annum in various technical disciplines. They are committed to offering quality vocational training to assist in developing a skilled labour force and to strengthen socio-economic development by promoting an entrepreneurial skillset in all graduates. Since inception they have experienced steady growth in the number of trade intakes and they want to expand their course offerings to include additional technical courses aimed at filling an emerging need in the market. They provide graduates with a sound foundation in both theory and practice, as well as an opportunity to gain experience in the working environment, putting employable skills at artisan level into the market. Our client's vision is to become a profitable and self-sustainable institution through service delivery to market-leading organisations. They seek to appoint dynamic, creative, and strategically astute professionals; individuals with the necessary technical abilities who can also inspire and implement change within the organisation. These individuals will form part of a new movement seeking to grow the institution by introducing innovative ideas and by expanding the scope of training offered. They will be part of an exciting journey which will oversee the growth and development of the organization into an industry leading force.

The Position

Our client has a need for an innovative and technically inclined Head of Training who can initiate, implement and drive new initiatives which form part of the organisation's strategic imperatives. The successful candidate will form part of senior management and report directly to the Centre Manager. The incumbent will be responsible for managing the efficient delivery of all institutional training, including professional development of VET trainers; ensuring relevance and quality of training programmes; lead departmental strategic planning, monitoring, evaluation and reporting; and oversee the review of policies and procedures. The incumbent must be qualified and experienced within this market, be able to do research, implement processes, and able to engage with diverse stakeholders. Furthermore, the successful candidate will lead a contingency of staff with a long association with the institution, making the candidates instrumental in influencing and encouraging staff to embrace the changes needed to meet the new strategic imperatives. Overall, the successful candidate will demonstrate sound vocational training insight and curriculum development skills. An individual is needed with a solid training background, who can manage all factors associated with the scope of the curriculum and at the same time, be able to drive strategy and manage using sound social enterprising principals. The incumbent must resonate intimately with the institutions aspirations and be able to further education as an instrument in the alleviation of chronic unemployment; be able to boost talent and restore equality and morale. Career prospects include both lateral and linear growth; with the added benefit of being an integral part in the growth and development of the institution.

Key areas of focus:

1. **Strategy implementation:** Drive and manage the implementation of the overall strategic imperatives of the business unit and support the Centre Manager with the rebranding and marketing strategy, as well as the re-modelling of the look and feel of the buildings.
2. **Training Programs and Intake:** Management of Training Programs such as workshops, classroom, apprentice schemes and assessments. Monitoring the progress of training programs offered. Design strategies to reach to the targeted population and increase student intake into existing programs and also for the newly developed scope.
3. **Departmental Budget:** Forecast departmental budgets and variance reports. Measure the department's financial performance over time.
4. **Quality Assurance:** Ensure training programmes offered exceed the compliance standards and effectiveness of the process framework and designs.
5. **VET Trainers Professional development:** Oversee the professional development of VET trainers to ensure that both their technical competencies and academic skills are up to the highest standards.
6. **Curriculum development and Implementation:** Oversee the institution's curriculum development process and the effective implementation thereof.
7. **Training staff:** Play a leading role in managing all training staff and ensure they receive statutorily required training.

The Person

Minimum requirements:

- A relevant Bachelor's degree in Training and Development, Human Resources, Education, or any other related field
- 7 years relevant technical and industry experience; 5 of which must have been in a supervisory capacity
- Exceptional computer skills in Microsoft Office, e-learning, and ERP are required

Competency requirements:

- Exceptional communication skills, both verbal and written
- Have an overall understanding of the practical ramifications of every decision taken
- The ability to foster sensitive relationships with various stakeholders
- An understanding of business principles and experience in business processes and design
- Strategic thinker with excellent problem-solving and negotiation skills
- Ability to critically evaluate situations and offer solutions to challenges
- The ability to collaborate and work well in a team setting
- The ability to drive a transformation culture and be highly accountable.

Interested?

- Closing date: **29 May 2020**
- e-mail your CV to info@potentia.com.na

Please be advised that all applications will be handled exclusively by Potentia Namibia Recruitment (Pty) Ltd and all selected candidates will be required to undertake an assessment test. Only electronic CVs will be accepted.