



## VACANCIES

### The Centre for Training & Projects Development (Pty) Ltd “Developing Human Resources and Organizations for the Future”



**About Us:** The Centre for Training & Projects Development (Pty) Ltd is an innovative provider of tuition for Internationally recognized Professional courses, Management Consultancy services and Corporate Training and Events Management portfolios.

#### LECTURERS/TUTORS

We are currently recruiting Lecturers to provide tuition in Accounting, Finance & Investments and Quantitative Methods Courses. The positions are being offered at our Windhoek, Oshakati and Swakopmund Centers on a part time basis to fall in line with the requirements of the biannual examination cycle of our professional examining institutions.

**Requirements:** This role requires enthusiastic and confident candidates with a strong professional and academic credentials and background and understanding of the nature of International Professional Institutions’ curriculums and examinations. You will be fully or partly Qualified in ACCA, CIMA, CIPFA, CFA, CTH, ICOSA, CIPS or CIM or hold a relevant degree at postgraduate level.

**Remuneration:** A competitive remuneration programme is in place based on workload and the number of lecturing hours. All lecturing materials and model answers will be provided.

#### MANAGEMENT CONSULTANTS



Do you want a part-time consultancy work in a dynamic consultancy firm? Are you experienced in research, data capturing and analysis, research report writing, business planning, performance improvement and organization transformation?

**Requirements:** You should be fully skilled in projects management, research and analysis, management strategy, policy formulation and governance, environment management or information technologies. Individuals with credentials in agriculture and natural resources and Project Management will have competitive advantages.

**Remuneration:** A competitive remuneration programme is in place based on project to project and the nature of consultancy assignment.

#### EXECUTIVE - COASTAL CENTRE

We are recruiting a mature, team leader, self-starter, ambitious, focused and marketing minded individual to manage our new centre in Swakopmund.

**Requirements:** Be able to take responsibility to generate sales income for the centre, meet other organizational goals, and professionally relate with our clients, computer literate, able to speak in native languages, posses a business related diploma or degree.

**Remuneration:** A competitive remuneration programme is in place including an attractive staff development programme.

#### ADMINISTRATION ASSISTANT- COASTAL CENTRE



We are recruiting a mature, friendly, smart, team player, organized people’s lady to run the administration functions at our new centre in Swakopmund.

**Requirements:** You should have good interpersonal and communication skills, grade 12 or any office administration certificate or diploma, good typing speed, able to take multiple calls and attend to visitors with smiles at the same time.

**Remuneration:** A competitive remuneration programme is in place including an attractive staff development programme.

#### The Centre Manager

2 Johann Albrecht Street, Windhoek West P.O. Box 2812, Windhoek,

Tel: +264 61 235170/2/3 Fax: +264 61 235191 E-mails: centermanager@ctpd-namibia.com