

INTERNAL VACANCY



As a leading strategic and dynamic institution, unique in our trade and very committed to our contribution to national development, NAMPORT, invites suitably qualified persons to apply for the following position:

POSITION: LEARNING FACILITATOR: TECHNICAL
DEPARTMENT: HUMAN CAPITAL
LOCATION: PORT OF WALVIS BAY
JOB GRADE: 09

PURPOSE OF THE JOB:

The incumbent will serve as Namport's operations Trainer and will be responsible for providing ongoing training for new/existing Mechanical Lifting Equipment Operators. This role ensures that operators receive the necessary knowledge and skills to operate lifting equipment safely and efficiently. Additional duties comprise training needs analysis, course development, presentation and evaluation of specific training to staff for operational efficiency. The position reports directly to the Talent Management Specialist.

KEY PERFORMANCE AREAS:

- Identify training needs in consultation with line management and assess whether existing training interventions meet organisational requirements.
- Review and contribute to the development of training manuals, learning material and assessment tools.
- Plan and facilitate initial and refresher training programmes for Operations staff.
- Deliver classroom, practical and hands-on training on cargo handling and mechanical lifting equipment.
- Adapt training methods and delivery to suit different learning styles and experience levels.
- Assess trainee competency through practical demonstrations, tests and performance evaluations.
- Issue or recommend certificates of competency based on assessment outcomes.
- Evaluate the impact of training interventions and monitor ongoing MLE operator performance.
- Mentor trainees to sustain skills development and performance over time.
- Facilitate the induction of new and existing equipment for relevant staff.
- Supervise trainees or assigned parties during training activities to ensure safety and quality standards are met.
- Compile training statistics and reports for management and stakeholder reporting.
- Maintain accurate training schedules, records, results and certificates in line with governance requirements.
- Ensure compliance with SHREQ, ISO 14001, internal controls and relevant legislation.
- Promote the safe and efficient operation of equipment across all training activities.
- Engage with employees, management, SHREQ, government agencies and Human Capital stakeholders to support effective training delivery.
- Support the development of an individual and team high-performance culture.

QUALIFICATIONS, EXPERIENCE AND SKILLS:

- Grade 12, with a Higher Certificate in Occupationally Directed Education, Training and Development Practices (O-ETDP) or equivalent.
- The candidate must be in possession of Facilitator, Assessor and Moderation certifications.
- A minimum of five (5) years' direct experience operating machinery and equipment.
- Operational competency in related Port Equipment, Categories 1 to 5 will be an added advantage.
- Previous experience in designing and developing learning materials and outcomes-based assessments will be an added advantage.
- Strong ability to collaboratively engage with leaders to create, identify, and implement solutions to further the effectiveness of the business.
- Ability to work independently and as part of a team, handling multiple priorities and deadlines with strong work quality and accuracy.
- Sound computer literacy, particularly in MS Excel and Word, is required.
- A valid CE driver's license is required.

WINDOW OF OPPORTUNITY: FRIDAY, 23 OCTOBER 2026

Namport is an equal opportunity employer and is committed to providing world-class port services to all local, regional and international seaborne traders, through excellent customer service, sustainable growth, development and social responsibility. **Women and persons with disabilities are encouraged to apply.**

Interested candidates are encouraged to apply by submitting their applications electronically via www.namport.com.na/careers/ or access the Namibia Integrated Employment Information System (NIEIS) through the following link: <https://nieis.namibiaatwork.gov.na/>.

All foreign qualifications should be evaluated by NQA.

Only shortlisted candidates will be contacted. No hand delivered, emailed or faxed applications will be considered



Scan to visit our website and apply via the Careers Portal.

All enquiries should be directed to the **Human Capital Business Partner**

Tel: 064 - 208 2211 | 2297

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