

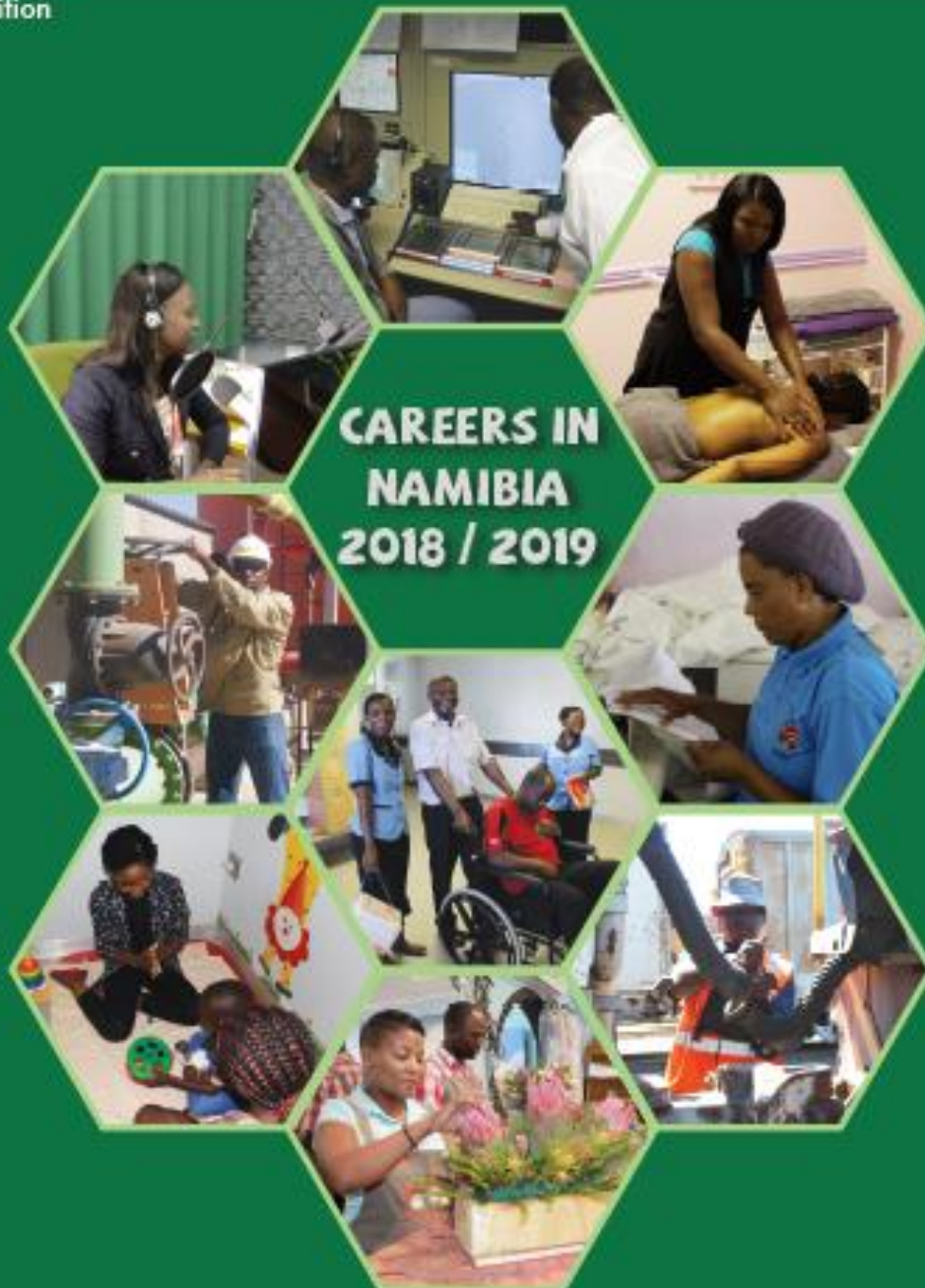


Republic of Namibia

**Ministry of Labour, Industrial Relations and Employment Creation**

5<sup>th</sup> Edition

**CAREERS IN  
NAMIBIA  
2018 / 2019**



**Careers in Namibia 2018/2019**

5<sup>th</sup> Edition

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## FOREWORD

The Ministry of Labour, Industrial Relations and Employment Creation welcomes readership to the 5th Edition of the Careers in Namibia Publication. A lot has happened within the Namibian economy since the last Edition. For instance, the economic headwinds that befell Namibia since 2016 affected national projects and other economic activities, leading to a number of job losses and an upsurge in the unemployment rate. Down grading of Namibian economy further made matters worse as that created apprehension amongst some of potential investors in Namibia, dashing further hopes of the unemployed and graduates alike.

However, besides the difficult picture above, the future is positive and hopeful in South African Sub Region, giving much hope of positive growth and recovery of the Region in general and Namibia in particular. The recovery of the Angolan and South African economies will probably have positive effects on the Namibian economy which might trickle down to employment creation opportunities. The African Union Agenda 2063 is the Visionary Plan for Africa Development and Namibia's own Harambee Prosperity Plan (HPP), a strategy to grow the economy hence creates employment, especially for youth employment. The development of new Social Media Applications plus the Ministry's own Namibia @ Work website have further made the World of Work easier to navigate for opportunities, specifically for the young generation.

Namibia's own Vision 2030 to industrialize by the Year 2030 requires an appropriate skilled and semi-skilled labour force to realize this Vision. New emerging careers, especially in technology are at the forefront and will also require further advanced skills. The importance of making a career choice, more specifically an informed career choice, cannot then be underestimated. The World of Work is very competitive, it is therefore imperative that one prepares him/herself well by choosing the right career that will make him/her happy and productive while doing the job. The career one chooses also depends on the attitude and lifestyle one foresees having in the future.

*However so doing, the following are important points to consider:*

1. One has to know him/herself i.e. his/her aptitudes, abilities, interests, work values and personality,
2. One should get correct information about the current and future labour market and training opportunities that are available. This will allow him/her to see how the knowledge of oneself will link him/her directly to the World of Work, and
3. The last thing to do is the integration process of self-knowledge and other information about the World of Work (Labour Market).

The Team has worked tirelessly to bring this 5th Edition and all efforts were made to provide the most updated information on careers and the labour market relevant to the Namibian situation. The Team hopes that readers enjoy using this Guide.



Bro-Matthew Shinguadja

***PERMANENT SECRETARY***

MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION.

## INTRODUCTION

The Ministry of Labour, Industrial Relations and Employment Creation amongst others, is tasked with the offering of free Career Counselling and Guidance to the public hence the development and subsequent reviews of the Career Guide book.

This was necessitated by changes in the Labour Market; which consistently requires new skills and quite often advanced skills to remain competitive in the global economy. It cannot be emphasized enough of the importance of going through the process of Career Counselling and Guidance.

Career patterns of individuals are influenced by parental, socio-economic factors and psychological factors, however one needs to prepare to choose the right subjects for the career you aspire for to avoid disappointment and leaving school unprepared.

Choosing a career prepares one's adult life (productive at work and in the community) and helps him/her to develop a positive self-image and sense of identity. It adds feeling of security, self-confidence and helps in feeling the sense of being in control of one's future.

It further helps place talent where it is needed and maximizes the use of educational opportunities, assists to avoid unrealistic career aspirations and instead have more realistic career expectations.

Through the process of self-exploration, it may help discard some gender stereotypes to certain occupations such as sciences being too tough for females or that technical careers are for males, etc.

The Career Counselling Process may also help individuals to adjust to ever changing World of Work (such as over-training, under-usage etc) and explore options such as self-employment.

The career one chooses also depends on the lifestyle he/she wants to live. Overall one should plan for a career to maximize his/her chances to succeed and be satisfied in a chosen occupation.

This process requires for one to explore own: Aptitudes and Abilities – what he/she is able to do easily without much effort; Interest - what one enjoys doing; Personality – how he/she responds to situations and values. The Book therefore is compiled in such a way to assist the user to explore the above.

**The sections are as follows:**

- ⌚ *Effective study methods,*
- ⌚ *Skills/occupation in demand according to Sectors,*
- ⌚ *Careers/Professions,*
- ⌚ *Entry Requirements,*
- ⌚ *Preparing for the World of Work,*
- ⌚ *A list of Useful Addresses and*
- ⌚ *Other Relevant Information*



Besides using the Book in this process, the reader and user can also contact the Ministry to go through the processes with qualified professionals such as Psychologists and Psychological Counsellors who are to be found in the Ministry across the Regions or by contacting Psychologists and Psychological Counsellors in Private Practices.


The Ministry would like in particular to give special thanks to all the organisations that provided the Ministry with career-related information. Thanks go to the following people and their organisations for contributing to the final product: Ms Poulletter Kangootui - Air Namibia; Mr David Hamupembe - Namibia Maritime and Fisheries Institute; Mr Johan Swarts - Namibia Institute of Mining Technology; Mr Alexander Nangolo

- NamWater; Ms Rosemary !Uises - Namibia Qualifications Authority; Ms Tuwilika Shilongo - Namibia Training Authority; Ms Elsa Dunaiki - University of Namibia; Mr Wesley Pieters - University of Namibia

; Mr Fritz A. Beukes - University of Namibia; Ms Christel Manette – Ministry of Education, Arts and Culture; Ms W. Munkanda - Ministry of Health and Social Services; Mr David Vatilifa - Ministry of Higher Education, Training and Innovation; Mr Gottlieb Kaperu - Ministry of Higher Education, Training and Innovation; Mr. N.M. Mberirua – Windhoek Vocational Training Centre, Petrina Haindongo – Ministry of Defence and Ester Paulus – Namibia Institute of Public Administration and Management (NIPAM). The Ministry highly values their comments and contributions.

Secondly, the Ministry would like to express its gratitude to the staff and interns in Vocational Counselling Services Sub-Division for working professionally, diligently and with commitment during the compilation of this Guide. Furthermore, Vocational Counselling Services would like to thank the Management of this Ministry for its unwavering support during the editorial process of this Edition. Their support and vision gave the Editorial Team the motivation to complete the Guide.

The Ministry further hopes that the Career Guide Book will meet the User's expectations, especially the learners, parents, Life Skills Teachers and other professionals involved in career related work.



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***CHIEF PSYCHOLOGIST.***

**MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION**



## **PART A**

### General Information

- Career Planning
  - Time management
  - How to draw up a study timetable
  - Effective study skills
  - Tips on listening, note taking and reading
- Preparing to Study
  - Choosing the right subject
  - Getting to know yourself
  - Market research
  - Making a choice
  - Thinking preferences

### **1. CAREER PLANNING**

Choosing a career is one of the most important decisions that you will make in your life. However, many of you do not give priority to this crucial process and it is often easier to postpone it or leave it to chance. If at first you do not have an idea about what you want to do, do not worry too much.

Career planning is a lifelong process which includes identifying and choosing an occupation, getting the job, growing in it, possibly changing careers and eventually retiring. Career planning may happen once in our life-time, but it is more likely to happen several times as we first define and then redefine ourselves and our goals. There are many careers to choose from, although there may not be one ideal job that may fit all your attributes. This text serves as a guide to take you through the steps of choosing a career. By aligning your career choice with your personal values and abilities, you set yourself up to get what you want. Start by getting to know yourself and then focus on what best fits you in the outside world. The first active step towards making a career choice starts with choosing the right subjects. NB: The subjects that you choose will determine your career possibilities, therefore, choose subjects that will enable you to practise your future career.

#### **A. CHOOSE THE RIGHT SUBJECT**

- (i). The choice of subjects for your field of study should be considered as early as possible.
- (ii) Choose subjects that will enable you to practise your future career. If you are still uncertain of your career choice, remember to keep your options and possibilities open by choosing subjects that will provide entry to a wide variety of educational institutions and careers. For example, if you do not have Mathematics and Science in Grade 12, you will not be able to follow a course in Engineering or study towards a degree in Medicine.
- (iii) You can seek help from professional people when making your subject choices i.e. your principal, your teachers or a career counsellor. They should know what subjects would be required for the careers you are interested in.
- (iv) **Word of advice:** Do not always opt for the easy way out by dropping subjects that are generally considered difficult or challenging. Remember these subjects will open up many career opportunities for you. If you are unsure



about your subject or career choice it would be wise to undergo vocational counselling, which may include psychometric testing, as a means of getting to know yourself and your potential.

## ***B. GETTING TO KNOW YOURSELF***

(i) This includes getting a clearer understanding of yourself, your attitudes, abilities, interests, personality

characteristics, ambitions, values and limitations and their causes. Some people are just not good at assessing their own skills and talents. However, they can be guided through the self-discovery process which can lead to surprising results. Career counsellors can usually assist the individual, with the aid of certain assessment tools, to identify his/her skills, abilities and talents.

### ***(ii) Important sources of self-knowledge:***

- Yourself
- Your parents and family
- Your teachers
- Your best friends
- Psychological or Psychometric assessment

### (iii) Personality

Personality can simply be defined as the visible aspect of one's character or the organised pattern of behavioural characteristics of the individual. It is important to know who you are now, not who you think you would like to be. Be honest when you judge your thoughts and feelings, your attitudes and behaviour. Think how you behave and feel in different situations. Personality determines whether you are likely to be happy and successful in your particular field. For example, there can be two medical doctors, both qualified with private practices, but you will find one always has more patients despite the fact that what they prescribe for specific diseases may be the same. What usually causes this difference is the nature of their personalities; one might have a pleasant personality which makes patients feel comfortable while the other is not as pleasant.

Personality may present on a continuum, for example Extroversion and Introversion. Below is a general explanation of extroverts and introverts and the related job categories such people are likely to enjoy.

**Table 1**

	<b>Extroversion</b>	<b>Introversion</b>
Personality Trait	Prefer actions, orally expressive, they share their thoughts freely, acts and respond quickly,	They are reflective, thinkers, like written communication, are careful or guarded, and defensive.
Job preferences	They may enjoy working in groups	They may enjoy working alone.

You can only know about your exact personality profile when you take the full personality test e.g. **Jung Personality Questionnaire (JPQ)** or **Myers Briggs Type Indicator administered** by a qualified practitioner.

(iv) **The Jung Personality Questionnaire (JPQ) or Myers Briggs Type Indicator administered** is one of the personality tests used in vocational counselling. It contains four different scales on a continuum, namely;

**EXTRAVERSION - (E)    INTROVERSION    (I)**  
**THINKING                - (T)    FEELING                        (F)**  
**SENSATION             - (S)    INTUITION                    (N)**  
**JUDGEMENT            - (J)    PERCEPTION                (P)**

The scales measure which of the two attitudes, feelings and functions are more strongly developed in your conscious mind. After taking this test it gives you a profile e.g. **ESF (P)** which means Extravert-

ed Sensing with Feeling (Perception). The ESFP profile may then indicate varying suitable careers. (v)

**Interest**

Apart from aptitude, interest is a strong determinant of career choices and satisfaction. Each person has developed personal preferences for certain types of activity and environment. If you do not know what activities you are interested in, or in which environment you prefer to work, you should make a conscious effort to get to know these aspects of yourself. The following are six general areas of vocational interest, developed by the psychologist John Holland, to assist you in getting to know what you like to do:

**Artistic:** These are the type of people who value aesthetic qualities and like opportunities for self-expression. They prefer an unstructured and flexible environment.

**Conventional:** These are the type of people, who enjoy systematic activities requiring attention to accuracy and detail, often associated with office work.

**Enterprising:** These are the type of people who enjoy influencing, leading or managing others for organizational goals or for economic success. They often seek work relating to business management, sales, law or politics.

**Investigative:** These are the type of people who enjoy scientific and intellectual pursuits. They enjoy gathering information, uncovering new facts and theories and analyzing and interpreting data.

**Realistic:** These are the type of people who like activities that are practical and concrete. They like to work outdoors and to work with tools and machines using their physical skills.

**Social:** These are the type of people who enjoy working with people; to inform, help, train or develop them in some way. They enjoy working in groups, sharing responsibilities and are good communicators.

Take a test/questionnaire with the help of a professional if you are unsure of what you are interested in e.g. the Namibia Vocational Interest Inventory (NAMVII), which is based on Holland Theory, may reveal the following combination of profile of the work environment you may prefer *e.g. Social Enterprising Investigative (SEI)*.

If your Holland profile is **SEI**, you are likely to take up the following careers:

- *Speech / Hearing Therapist*
- *Special Education Teacher*
- *Nursing Administrator*
- *Matron*
- *Almoner/ Social Services Worker*
- *Counsellor*
- *Beautician, etc.*

Ask yourself what you are good at. Aptitudes can, for example, include manual dexterity, verbal reasoning, interpersonal skills, precision of movement, memory, numerical skills, creativity and speed of response.

#### **(vi) Aptitudes**

Aptitudes are your natural abilities. Intelligence and aptitude tests can all be categorised as measures of ability. Aptitude tests are, however, commonly used to facilitate career planning and decision-making. These tests are used to help people to decide whether they have the potential needed for specified educational or occupational goals. Aptitude tests are also used to identify occupations that you could probably be easily trained in, if you had the interest and the opportunity. Such tests increase self-awareness and thereby narrow the range of career choices. After getting to know yourself, the next step is to look at where you would fit into the world of work.

### **C. MARKET RESEARCH**

***(i) In order to make an informed decision about your choice of career, you need to know what is happen-ing in the labour market. Here is how to keep up to date with happenings in the labour market:***

- Read newspapers and magazines.
- Consult the internet (e.g. Different Companies websites and Social Media)
- Attend career exhibitions and visit career centres.
- Look out for bursary/scholarship and recruitment advertisements, which form an important part of gathering career knowledge and are a valuable source of information.
- Do voluntary or part-time work. Try out a particular activity to see if you like it or not.



- Talk to one or more individuals about the work that they do. Ask them about the work setting, what they like/dislike about their work, and what path they have followed to get where they are.
- “Shadow” someone at work for a day or two, to get first-hand knowledge of what they do.
- Consult with the vocational counselling services providers, for example, psychological counsellors at-Ministry of Labour, Industrial Relations and Employment Creation, student counsellors - University of Namibia (UNAM) & Namibia University of Science and Technology, life-skills teachers, regional school counsellors, etc.

**(ii) Ask yourself the following questions about a specific occupational field:** What are the opportunities to find work in this occupational category? Will I get a job easily, nationally and internationally or is there already an oversupply? Such information may be obtained from sources such as the Labour Survey reports of the Ministry of Labour, Industrial Relations and Employment Creation and Namibia Statistics Agency.

**(iii) Remember:** Computer skills are now a necessity for easy entry into the world of work.

## D. MAKING A CHOICE

The occupational field that you will enter not only affects the way in which you will spend your working hours, it will affect your whole lifestyle. After choosing the right subjects, having got to know yourself and having done the market research, you can then choose your career. The aim of thorough career planning is to maximise your chances of getting into a successful and satisfying career.

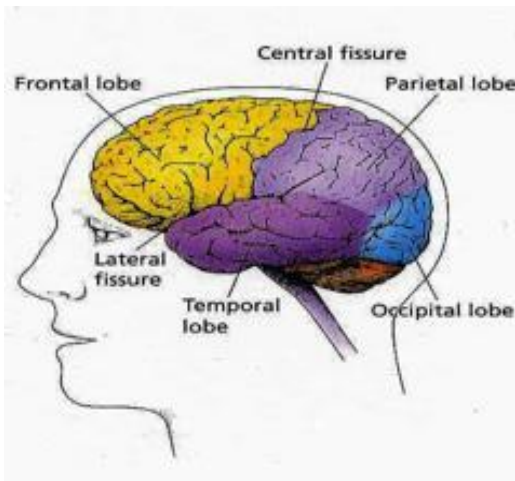
## E. ACTION

In order for you to achieve your goals there is need to develop the following necessary steps for, example:

- *composing cover letters*
- *Developing a job search strategy*
- *Gathering company information*
- *Investigating resources for additional training and education*
- *Preparing for job interviews*
- *Writing your Curriculum Vitae (CV)*

## F. THINKING PREFERENCES

People do have different thinking preferences which are in keeping with the dominance of their brain functions. The brain structures (lobes) has got different functions e.g. the occipital lobe is responsible for processing visual information, frontal lobes for executive functions e.g. personality, planning, problem-solving, self-discipline, motivation, logical reasoning, inhibition.



One has to know how his or her thinking preferences to be effective while engaged in learning. For example, Neethling (2000) provided eight learning dimensions which can help you learn better .We will discuss a few

here. Neethling divided the brain into four quadrants with eight dimensions. One of the learning dimensions is **L1 – Realistic**. If your thinking preferences are in this profile you will;

- *Find it easy to focus for a stretch of time.*
- *Like to have clear guidelines to study to.*
- *Make short clear summaries when studying.*
- *Prefer to study alone and in a quite surrounding.*
- *Set yourself achievable goals while studying.*

Another learning dimension is **R2-Socialiser**. If you are a socialiser, you will have the following learning characteristics;

- *You often prefer to study in the company of others.*
- *You talk out loud when memorising.*
- *You like to talk it through with others when dealing with challenging work.*
- *Group projects are a favourite.*
- *Your emotions often influence your attitude towards your studies.*

As you can see from the two examples, knowledge of your learning styles enhances the smooth acquisition of information when you are studying. Such self - knowledge may be obtained through personal experience of which situations make you learn better or through direct assessment using specific instruments such as the Neethling Brain Instruments.

## **2. PREPARING TO STUDY**

**There are different ways which can help you to study. Below there are some of the techniques you can use to prepare for your studies.**

### **A. TIME MANAGEMENT**

Developing time management skills is a journey that may need practice and perhaps other guidance along the way. It helps you become aware of managing your time as a tool in organising, prioritising and succeeding in your studies in the context of your own life where friends, work, family, sports and so on all compete for your time.

- Develop exercises that could help you become aware of time as a resource, for example, monitoring the time you spend watching television. Develop a daily and weekly schedule planner as a start.
- Develop exercises that will alert you when you are most productive and comfortable for studying, socialising, working, etc.
- Develop realistic daily and weekly schedules.

### **B. HOW TO DRAW UP A STUDY TIMETABLE**

- Draw up a 7-day week study timetable. Fill in the amount of time you need to spend at school/work/college etc. Fill in your other activities such as sport and part-time work. Work out how much time you need to do homework, projects, etc.
- Make your goals easy enough to achieve, so that they are within your reach.
- Homework must be given priority. Find out when you will be writing tests and exams in advance. This will show you when you have to concentrate on your study time and work HARDER. Fill in your study times. You will be able to see at a glance when you will have free time. It is important to allow yourself time for sport, leisure and resting. Don't make your study timetable too difficult for you to cope with. If it is too difficult you won't be able to stick to it.

**Know your strengths and weaknesses.**

Study in periods of half an hour or an hour, and take short breaks. After three such periods, take a longer break. Work consistently, then you won't need to cram or panic. You won't have to "spot" or make excuses and apologise.



**An example of a timetable:**

### STUDY TIMETABLE

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5.00-6.00	e.g. preparing to go to school					Sleeping	
6.00-7.00	Going to school					Waking up	
7.00-8.00	lessons					Breakfast	
8.00-9.00	Lessons					Study maths	
9.00-10.00	Lessons					Study geography	
10.00-11.00	Lessons					Study Science	
11.00-12.00	Lessons					Watch TV or play computer game	
12.00-13:00	Lessons					Relaxing with family and helping out	

13:00-14:00	Going home					Lunch	
14:00-15:00	Having lunch and resting					Go to visit a friend and relax	
15:00-16:00	Study geography					Visiting friend	
16:00-17:00	Study maths					Play soccer	
17:00-18:00	Break					Play soccer	
18:00-19:00	Playing or watching TV					Back home and shower	
19:00-20:00	Supper					Supper	
20:00-21:00	Study physics					Revise Otjiherero test	
21:00-22:00	Relaxing and going to bed					Read a novel and sleep	

It is important to note that the study frequencies and intensities vary with the time and purpose of the study. For example, if you are studying for normal consolidation of learned material, the emphasis is to grasp as much information as possible and carry out more research. If the purpose is to study for upcoming

examinations, the aim is to be able to know the information so that you can re-produce it during the examinations. What that means is that you will usually not have classes; therefore, a well structured timetable will be very important, especially to use your time well during weekends.

### • **Preparing to study**

The correct mindset is essential when you study. Aim to think positively when you study

- remind yourself of your skills and abilities.
- Instead of thinking, “I’m a mess, I’ll never have enough time to study for this exam,” look at it like, “I may be a little late to study as much as I’d like, but since I’m doing it now, I’ll get most of it done.”
- Instead of thinking “I always mess things up,” the more objective view is, “I didn’t do so well that time, what can I do to improve?”
- Do not compare yourself with others, because you usually just end up feeling bad about yourself.
- Make sure you have all the necessary study material for that specific session, and nothing you don’t.

Unfortunately, when you find an ideal place to study, sometimes people bring things they don’t need. For instance, while it may seem ideal to type notes into a computer to refer back to later, computers are a powerful distraction for many people because they can do so many different things. Playing games, going online, surfing the internet, and answering emails are all wonderful distractions that have nothing to do with studying. So ask yourself whether you really need a computer to take notes, or whether you can make do with the old-fashioned paper and pen or pencil. Alternatively, use the Self Control app to help you avoid distractions by blocking websites for a certain amount of time.

Don’t forget the things you need to study for the class, exam or paper you’re focusing on for the study session. Nothing is more time-consuming and wasteful than having to run back and forth regularly because you forget an important book, paper, or some other resource you need to be successful. If you study best with your favorite music playing, make sure you bring it along to your study session.

### • **Be aware of your best time of day**

Some people prefer getting up early in the morning to make time for studying difficult subjects. Other people are best after midnight. Find out at which time of the day you learn best, and study at that time.

### • **Use a regular study area**

Your mind and body will get used to the place of study. This place will then be associated with studying. This will also help with concentration.

### • **Where you study is important**



Libraries are designed for learning. The lighting is perfect. The noise level is low. Materials are available. If you study at home, choose a quiet place; a radio, TV blaring from the next room, or an interesting conversation next door, can be disturbing. Studying in bed your body gets a signal: “It’s time to sleep”. Try not to study where you sleep. A desk is preferable to sitting in bed. However, some people study best with a low level of background music and in unstructured environment. Find out what type of learner you are or your learning style, this will help you study effectively.

- **Use waiting time**

Five minutes waiting for the bus, 20 minutes waiting for the dentist: have short study tasks ready to do during these times. For example, make and carry small cards with facts, formulas or definitions, and pull them out anywhere. These can be excellent aid for revision, giving you the basics of a subject before an exam or test. Alternatively you could make a tape recording of yourself reading your notes. Then play these tapes while you are driving, exercising or waiting for your next class. It will save some time.

- **Study difficult subject first**

If mathematics poses a problem, do it while you are still fresh. If the difficult subjects are dealt with first, the rest of the day will be a breeze. Sometimes you find subjects boring or difficult when you're overwhelmed or under-prepared. Some subjects like mathematics needs practice on a daily basis for some people, do it in short study sessions. Finding a study group or tutor could help you.

- **Start studying for 10-15 minutes at a time and then build up to longer periods of time** If you can no longer concentrate or remember what you have read, take a break.

- **Take breaks**

The average attention span for one task is approximately 20 minutes. **DO NOT ATTEMPT TO CRAM!** We retain a great deal more if we learn in small manageable chunks, than when we attempt to learn a great deal of information at one time. Even if you are enjoying your reading or studying, take some breaks.

- **Reward yourself**

Reward yourself for studying and/or mastering a difficult task, or for completing a project. Go to the movies or visit some friends. If you know there is a reward for your hard work, you are more likely to study again.

## **Use Memory games (mnemonic devices)**

Memory games, or **mnemonic devices**, are methods for remembering pieces of information using a simple association of common words. Most often people string together words to form a nonsense sentence that is easy to remember (do more research). These, however, don't work for everyone.

- ▶ **Practice by yourself or with friends**

The old age adage, practice makes perfect, is true. You can practice by yourself by testing yourself with either practice exams, past quizzes, or flash cards (depending what kind of course it is and what's available). If a practice exam isn't available, you can make one up for yourself and your classmates (or find someone who will). If a practice or old exam from a course is available, use it as a guide – do not study to the practice or old exam! (Too many students treat such exams as the real exams, only to be disappointed when the real exam has none of the same questions). Such exams help you understand the breadth of content and types of questions to expect, not the actual material to study for.

- ▶ **Study in a group**

Studying in a group can help you collect new insights to enhance your learning experience. Some people enjoy reviewing their materials with a group of friends or classmates. Such groups work best when they're kept small (4 or 5 others).

- ▶ **Use as many senses as possible.**

Some people retain information better if multiple senses are engaged in the study process. One way to incorporate multiple senses while studying is by reading your notes out loud as you rewrite them. This approach uses multiple senses and might help you retain information more effectively. Involve more senses in the learning process instead of just reading (engaging your eyes) as information is better retained when more senses are involved. That why writing notes works in the first place – it puts information into words and terms you understand. Mouthing the words out loud while you copy the notes before an important exam can be one method for involving yet another

sense. Another example of engaging other senses is using a new scent when studying and then using the same scent right before the exam. This scent has to be unusual for it to be effective in jogging your memory when smelled again. Chewing an unusual flavoured gum works in the same manner.

### ► Teach what you learned

The best way to test if you really understand something is to try to teach it to someone else. If you can't get anyone to listen to you **explain the Pythagorean Theorem**, why not teach a class of stuffed animals!

### ► **Watch a documentary on the topic**

Documentaries are an entertaining way of compacting an entire story into a short timeframe. This will help you remember key details from a story plus you may even get extra credit for mentioning that you took the initiative and watched a film about the topic!

### ► **Do not stay up all night before an exam.**

Make sure to get adequate rest the nights leading up to your exams. When you sleep, the proteins in the mind bond which helps **your brain assimilates the information** you have learned when studying, so getting a good night's sleep will help you remember.

### ► **Brain/memory boosting diet**

Dark green veggies, Cod liver oil, Oily fish, fruit

### ► **Make your study space portable**

We may be creatures of habit with favorite seats/places to study information retention actually improves when you vary the places where you study. A portable study place has the added benefit of keeping the study momentum going when the usual study place is not available.

## **D. TIPS ON LISTENING, NOTE TAKING, AND READING**

### • **Listening**

Good listening means paying attention, hearing what is said, thinking around the topic and between the lines.

Do not compartmentalise your knowledge. Relate what you hear to what you already know.

### • **Note taking**

Write notes in a concise and organised manner. Do not write down every word, rather write down the main ideas. Summarise the content using your own words to test your understanding of the concepts.

### • **Reading**

When reading, make sure you are able to:

- grasp the main ideas
- think about what the author is writing
- think about the subject you are reading about (what it is about, what do you want to learn from it and what have you learned after reading)
- skim the section (look for anything familiar, new and an overall impression)

- read for comprehension (note important parts, reread ideas that you did not understand)
- recall what you have read
- discusses what you have read with other students or the teacher.
- write down the main points in note form when reading.

## PART B

### SKILLS IN DEMAND ACCORDING TO SECTORS

*The following are skills or occupations which were identified by the Namibia Training Authority Skill's Committee as skills/occupations in demand. Each Sector had a Committee.*

*Some of the information presented below are in tables with training requirements, other are just stated.*

#### AGRICULTURAL SECTOR SKILLS IN DEMAND

<b>Managers:</b>
Farm Managers & Foreman
<b>Skilled Agricultural Workers (including farmers/producers):</b>
Beef cattle producers
Goat producers
Sheep producers
Karakul producers
Game farmers
Mixed livestock
Field crop producers
Vegetable producers
Fruit producers
Mixed crop producers (grains and vegetables)
Mixed livestock and crop producers
Crop farm labourers

General livestock farm labourers

Mixed crop and livestock farm

Community Animal Health Worker (CAHW)

**Craft and Related Trade Workers:**

Agriculture machinery, equipment & infrastructure  
repairs (Farmers and Handyman)

**Plant and Machine Operators:**

Mobile farm and forestry plant operators

**Elementary Occupations:**

Herders

Forestry workers (e.g. Charcoal Burners)

Other unskilled labour

## ***CONSTRUCTION SECTOR SKILLS IN DEMAND***

### **Managers:**

Construction Project Manager

Site Manager

Foreman

Environmental Manager

Engineering Manager

Contract Manager

Finance Manager

Architect

SHE&Q Manager

### **Professionals:**

Structural Engineer

Civil Engineer

Mechanical Engineer

Electrical Engineer

Material Engineer

Environmental Engineer

Mechanical (Incorporated Engineer)

Electrical (Incorporated Engineer)

Civil (Incorporated Engineer)



Land Surveyor

Landscaper

Quantity Surveyor

Urban and Regional Planner

**Technicians:**

Construction Supervisor

Electrical Engineering Technician

Draughts person

Mechanical Engineering Technician

Civil Engineering Technician

**Artisans:**

Electrician

Earth Moving Operator

Crane and Hoist Operator

Forklift Driver

Lift Operator

Surveyor Operators Draftsman

Welder

Painter

Bricklayer

Roofers

Carpenter

Plasterer

Plumber

Concreter

Floor Layer/Tile Setter

Earth Moving Operator

Truck Drivers (Specialized)

***ENERGY, WATER & SANITATION SECTOR SKILLS IN DEMAND***

***Occupations - Electricity and Gas***

**Professionals:**

Industrial Engineer

Electrical Engineer

Electronic Engineers

Chemical Engineers

Mechanical Engineer

Project Manager

Production Manager

Project Engineer

Civil Engineers

Ecologists

Accountants

Financial Managers

**Associate Professionals or Incorporated Engineers:**

Occupational Health and Safety Officers

Power Distribution / Transmission Incorporated Engineer

Chemical Engineering Incorporated Engineers

Electrical Engineering Mechanics

Mechanical Engineering Mechanics

Instrumentation Mechanician

Metal Fabricator

Civil Engineering Incorporated Engineers

**Craft Related Workers:**

Electrician (Heavy Current)

Electrician

Diesel Mechanics

Fitters and Turners

Boilermaker

Millwright

Welder

Foreman

Diesel Mechanics

Heavy Plant Operators

**Semi-skilled (Plant & machine operators):**

Structural steel erector

Electric power plant operator

Steam Engine and Boiler Operators

***Occupation (Water and Sanitation)***

**Professionals:**

Water Resources Engineer

Water Distribution Engineer

Water treatment Engineer

Hydrologist

Geo-hydrologist

Water Scientist

Limnologists

Biologist

Social Scientist

Ecologist

Land Hydrographical Surveyor

Mechanical Maintenance Engineer

Sewerage System Engineer

Sewerage Treatment Engineer

Electrical Engineer

Finance Manager

Asset Manager

**Associate Professionals or Technicians:**

Technician Water Distributor

Technician Water Treatment

Occupational Health and Safety Officers

Water laboratory technicians

Information Technology Engineers and related occupations

Technician Sewer System

Technician Sewage Treatment

**Artisans:**

Pipe Fitter

Water Artisans (civil, mechanical, and electrical)

Plumber

Electrician

Diesel Mechanics

Fitters and Turners

Boilermaker

Millwright

Welder

Foreman

Heavy Plant Operators

**Semi-skilled (Plant & machine operators):**

Borehole Drillers

Water plant operator

High Pressure Jetting Operator

Night Soil Truck Operator

Waste material plant operator

Water Treatment Plant Operator



## ***FINANCE AND BUSINESS SERVICES SECTOR SKILLS IN DEMAND***

<b>Financial and Business Sectors</b>
<b>Occupations (Higher Education Required)</b>
<b>Professionals</b>
Chartered Accountants
Accountants
Trainee Accountants
Auditors
Financial Managers

Risk Managers

Lawyers

Statisticians

Actuaries

Financial Analysts

Financial Advisors

Underwriters

IT Managers

Computer Network and Systems Engineer

Economist

## **Technicians and Associate Professionals (Semi-Professionals)**

Accounting Technicians (Book-keepers)

Assessors

Computer Systems Analysts

Computer Programmers

Claims Adjusters

Database Designer and Administrator

## **Financial and Business Services**

### **Occupations (Vocational Education and Training Required)**

## **Clerical Support and Service Workers**

Sales Representatives (Business Service)

Office Administrators

Office Supervisors

Personal Assistant

Secretary (General)

Legal Secretary

Accounting Secretary

Receptionist

General Office Clerks

Accounts Clerk

Cost Clerk

Accounting Technicians:

*Book-keepers*

*Debtors Clerk*

*Creditors Clerk*

*Debt Collector*

Compensation and Benefits Clerk

Law Clerk

Payroll Clerk

Human Resources Assistant

Program or Project Administrators

Insurance Claims Administrator

Contact Centre Consultant

Credit or Loans Officer

Bank Clerk

ICT Communications Assistant

Data Capturer

Data Administrator

Back Office Process Consultant

Graphic Designer

Web Designer

## ***FISHERIES & MARITIME SECTOR SKILLS IN DEMAND***

### ***COMMERCIAL FISHING***

Skipper

Superintendent Engineer

Chief Engineer

Fleet Technical Superintendent

Fleet Operations Supply Superintendent

Engineer (Class 2)

Engineer (Class 5)

Cook

Engineer (Class 6)

Captain

Maintenance Planner

Superintendent Net loft

Fleet Technical Foreman

Marine Electrician

Marine Fitter

Crane Operator

Master

Ship Doctor

Chief Trawler Master

Mechanical Adjustor

Motorman

Electrician

Welder

Turner

Joiner/Fitter

Oyster Hatchery Manager

Offshore Manager

Marketing Manager

Skipper (small vessel) Offshore Supervisor

Onshore Supervisor

Lobster Farm Manager

Commercial Driver

## ***SEAFOOD PROCESSING***

Seafood Safety Manager

Vessel Factory Manager

Supervisor Quality Control

Production Superintendent

Canning Master

Seamer Mechanic (Canning)

Quality Controller

Production Supervisor

Fitter & Turner

Safety and Environmental Officer

Production Supervisor

Marel Production System Technician

~~Safety and Environmental Officer~~

Foreman Refrigeration

Refrigeration Mechanic

Assistant Refrigeration Mechanic

~~Refrigeration Operator~~

Baader Mechanic

Forklift Driver

Chief Technologist

On-board Quality Controller

Fish Master

***FISHERIES AND MARINE RESOURCES OBSERVER AGENCY***

**Fisheries Observer (FO)**

Trainee FO - Grade 0

FO - Grade 1 Commercial sampling

Senior FO - Grade 2 Commercial sampling

Chief FO - Grade 2 + FIOC

Chief FO- Grade 2 + FIOC+ International Conventions

## ***Fisheries and Marine Resources Operations***

Chief Control Fisheries

Control Fisheries Inspector

Chief Fisheries Inspector

Senior Fisheries Inspector

Chief Fisheries Biologist 4A L1

Chief Fisheries Research Technical 3A L2

Chief Technical Assistant 2A L2

Clerk 1C L2

Clerical Assistant 1C L2

Clerical Assistant 1B L3

Deputy Director Gr: 4A (M)

Fisheries Biologist 3A L1

Fisheries Biologist 3B L1

Fisheries Biologist 4A L (P)

~~Fisheries Research Technician SP2~~

Fisheries Research Technician 2C L1

Fisheries Research Technician 3A L2

Fisheries Research

Handyman 1B L2

Principal Fisheries Biologist SP3

Senior Fisheries Biologist 3B L1



Technical Assistant 1C L3

## ***FISHERIES AND MARINE RESOURCES***

Manager

Senior Inspector

Inspector

## ***MARITIME***

### **Managers**

Terminal Managers

Port Finance Managers and Accountants

Port Manager

Port Captain

Procurement Manager

Maritime Lawyers

Supply Chain and Distributor Manager

## **Professionals**

Berth and Terminal Planners

Marine Engineer

Ship's Master

Maritime Trainer/ Assessor

Marine Pilot

Marine Engineer

Mechanical Engineer

Electrical Engineer

Engineers (civil and maintenance)

Tug- boat Pilot

Fire-fighters

Paramedics

### **Craft and related trades workers**

Deck Officer

Stevedore- Crane Driver, Equipment Operators

Vessel Traffic Services (VTS) Operator

Electrician

Boiler maker

Welder / Cutter

Millwright

Cargo Superintendent

Fitter

**Plant and machine operators and assemblers**

Crane, Hoist or Lift Operator

Terminal Operators

Cook

## ***HEALTH CARE AND SOCIAL SERVICES SECTOR SKILLS IN DEMAND***

### ***Higher Education Occupations in Demand***

Dentists

Dental specialists

Dental Technicians

Dental Hygienists

Registered nurses

Nursing Educators

Emergency Care Technician

Paramedics- Advanced Life Support

Medical practitioners

Medical specialists

Medical technologists/Technicians

Medical Representatives

Laboratory Scientists

Laboratory Technologists/Technicians

Physiotherapists

Professional nurses

Radiographers

Pharmacists

Nutritionists

Pharmaceutical Technicians

Environmental Officers

Optometrists

Occupational therapists

Physiotherapists

Speech / Hearing Therapists

Environmental Health Officers

Psychologists

Social Workers

Veterinary specialists

Veterinarians

Dieticians

### **Short Skills Programs required in Health care and Social**

**Services** Family Medicine: Health Practice Coordinator

Emergency Rescue Services: - Call Centre Operator

- Fire and Rescue Worker

- Emergency Care Practitioner

Dental Care: - Dental Assistant

Nursing: - Enrolled Nurse

Healthcare Services: -Laboratory Technician

-Pharmacist's Assistant (Diploma in Pharmacist's Assistant)

-Phlebotomists

-Practitioners in Complimentary Medicine

-OHSE Practitioner

-Data Enumerator

-Pharmacy Assistant (Certificate in Pharmacy Assistance)

-Health Care Worker

-Health Extension Worker

-Community Health Worker

-Fitness Instructors

-Medical Waste Cleaner

-Medical Rehabilitation Worker

Social Services: -Early Childhood Development Practitioner

-Community Development Worker

-Child Care Worker

***MANUFACTURING & RELATED INDUSTRIES SECTOR SKILLS IN DEMAND***

**Professionals:**

Mechanical Engineer

Electrical Engineer

Chemical Engineer

Industrial Engineer

Production / Operations Manager

Technical Training Manager

Marketing and Sales Manager

Human Resources Manager

Financial Manager

<b>Technicians and Associate Professionals (Semi- Professionals):</b>
Instrumentation Mechanician
Mechatronics Technician
Electrical Engineering Technician
Mechanical Engineering Technician
Occupational Health and Safety Officer
Diamond Cutter
Diamond Polisher
Food Technologist
Baker
Butcher
Dairy Products Maker
Operations/Production Supervisor
<b>Crafts and related trades workers:</b>
Air-conditioning and Refrigeration Mechanic
Motor Mechanic
Diesel Mechanic
Panel Beater
Spray Painter
Fitter



Welder (General)

Boilermaker

Welder (Coded)

Crane, Hoist or Lift Operators

Millwright

Carpenter

Heavy Plant Operator

Auto Electrician

Electrician

Toolmaker

Lift Mechanic

Structural-metal preparers and erector

Upholsterer

Cabinetmaker

**Plant and machine operators and assemblers:**

Machine Operators

Truck Drivers

## MINING & QUARRYING SECTOR SKILLS IN DEMAND

### Professionals:

Mine Manager

Mining Geologist

Electrical Engineer

Production Manager

Process Engineer

Project Engineer

Engineering Manager

Petroleum Engineers

Chemical Engineers

Civil Engineers

Mechanical Engineer

Mine Engineer

Maintenance Engineer

Metallurgist

Surveyor

Environmental Scientist

Maintenance Planner

Chemists

Human Resources Manager

Finance Manager

Supply Chain Managers

**Technicians and Associate Professionals:**

Safety Quality Technicians

Occupational Health Inspectors and Advisors

Paramedics

Fire-fighters

Electrical Engineering Mechanics

Mechanical Engineering Mechanics

Instrumentation Mechanics

Mining Technicians

Civil Engineering technicians

Mines Inspectors

Engineering Technicians

Team Leaders and Supervisors

Mine Overseers

Draftsman

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**Craft and related trades workers:**

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Drillers

Diesel Mechanics

Miners

Shot firers

Electricians

Fitters and Turners

Boilermaker

Crane, Hoist or Lift Operator

Millwright

Rigger

Ropesman Opencast

Machine setters

Land Surveyors

Welder

Foreman

Diesel Mechanics

Heavy Plant Operators

Auto Electrician

Environmental, Health and Safety Officers

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**Plant and machine operators and assemblers:**

Mineral Processing Machine

Operator / Drillers

Crane Operator / Drivers

Earthmoving Plant Operator

Blasters

Sorters/graders/splitters/carvers

Metal workers

Truck Drivers

***POSTAL SERVICES AND TELECOMMUNICATIONS SECTOR SKILLS IN DEMAND***

<b>OPERATIONS</b>	<b>TECHNICAL</b>	<b>MARKETING, SALES AND SERVICES</b>	<b>BAND</b>
<b>Telecommunications and IT</b>			





Project Manager	Applications Engineer	Account Manager	<b>Higher Education &amp; Training</b>
Economist	Chief Technology Officer	Customer Service manager	
Supply and Distribution Manager	Chief Information Officer		
System Analyst	Computer and Information Systems Manager		
	Senior Systems Analyst		
	Senior Systems Software Engineer		
	Software Quality Assurance Analyst		
	System Analyst		
	System Architect		
	System Designer		
	Information Technology Director		
	Information Technology Manager		
	Management Information Systems Director		
	Network Architect		
	Computer Network and Systems Engineer		
	Telecommunications Engineer		
	Electrical Engineer		
	Electronics Engineer		
	Computer Software Engineer		
	Network Operator Centre Technician		
	Telecommunication Network Planner		
	Security specialist		
	Radio Frequency Engineer		
	ICT Trainer		
	IP Design Engineer		
	ICT Software Engineer		
	ICT Security Specialist		
	Web Designer		
	Network Engineer		
	Network System Administrator		



	Programmer Programmer Analyst Senior Applications Engineer Senior Database Administrator Senior Network Architect Senior Network Engineer Senior Network System Administrator Senior Programmer Senior Programme Analyst Senior Security Specialists Senior Software Engineer Senior Support Administrator Senior System Analyst Senior System Architect		
<b>Postal Services</b>			
Postmaster			
<b>Telecommunications and IT( NQF Level 5)</b>			

Team Leader	ICT Support Technician	Retail Store	HET & VET
Customer Service Representative	Network Support Technician	Manager	
Installation/Maintenance	Broadcasting Planning and Implementation Planning and Implementation Technician	Sales and Marketing Contract Manager	
	Database Administrator		
	Senior Web Developer		
	Support Specialist		
	System Administrator		
	Technical Specialist		
	Telecommunications Specialist		
	Web Administrator		
	Web Developer		
	Webmaster		
Help Desk Technician			
Postal Services			
Administrator			
Telecommunications and IT (NQF Level 4)			
Database Administrator	Electrician (Heavy Current)	ICT Sales	Vocational Education & Training
Network Administrator	Electrician (Light Current)	Assistant	
Office Administrator	Core Network Technician	ICT Technical	
Project Administrator	Transmission Network Technician	Support	
System Administrator	Mobile Network Technician	Assistant	
	Mobile Application Technician	Sales Consultant	
	Technician	Contract	
	Maintenance Technician	Administrator	
	Hardware Technician	ICT Customer	
Repair Technician	Support Officer		
Postal Services			
Forest Desk Worker			
Telecommunications and IT (Level 2/3))			

Helpdesk Operator	Telecommunication Worker Installation Technician Cellphone Repairer Cabling Worker	Clerk	
<b>Postal Services</b>			
Mail Clerk Postal Clerk Postman Sorter			

### ***TOURISM AND HOSPITALITY (T&H) SECTOR SKILLS IN DEMAND***

<b>NQF LEVEL</b>	<b>HOSPITALITY AND TOURISM PROGRAMMES</b>	<b>POSSIBLE OCCUPATIONS</b>
1	Short course: unit or non-unit standard based (offered in-house)	Cleaners Housekeeping Assistant Gardner Porter

2	National Vocational Certificate (NVC): T&H – Food and Beverage Service Operations NVC: T&H – Food Preparation Short course ( <b>offered in-house</b> ) NVC: T&H – Housekeeping & Laundry Services NVC: T&H – Front Office Operations	Bar Attendant Cook Waiter Shuttle Drive (Guide) Housekeeper Front Officer Operator
3	NVC: T&H – Tour Guiding NVC: T&H – Food and Beverage Service Operations NVC: T&H – Food Preparation NVC: T&H – Housekeeping and Laundry Operations NVC: T&H – Front Office Operations	Tour Guide Barman Cook Waiter Housekeeping Supervisor Front Office Supervisor
4	Certificate in Travel and Tourism	Travel Consultant Small Tour Operator
5	Diploma in Travel and Tourism Certificate of Administration: Small Business Management	Travel Agency Manager Operations Manager Small Tour Operator Owner Manager
	13 unit standards	Community Game Guard

Trade- related qualifications (non-specific) used by the sector are as follows:

<b>NQF LEVEL</b>	<b>TRADE-RELATED PROGRAMMES</b>	<b>POSSIBLE OCCUPATIONS</b>
	NVC: General Construction (Plumbing) NVC: General Construction (Bricklaying)	Assistant

1	NVC: Automotive Engineering (Automotive Mechanics) L1 NVC: Metal Fabrication	Handyman (Maintenance Technician)
2	NVC: General Construction L2 (Plumbing) NVC: General Construction (Bricklaying & Plastering) L2 National Technical Certificate (NTC): Bricklaying & Plastering NTC: Carpentry/Joinery NTC: Diesel/Petrol Mechanic NTC: Electrician NVC: Automotive Engineering (Automotive Mechanics) L2 NVC: Metal Fabrication L2	Handyman (Maintenance Technician)
3	NVC: General Construction L3 (Plumbing) NVC: General Construction (Bricklaying) L3 (Bricklaying & Plastering) NVC: Automotive Engineering L3	
4	NVC: General Construction L4 (Plumbing) Certificate in Electrical Installation L4	Maintenance Supervisor Maintenance Manager

# TRANSPORT, WAREHOUSING AND LOGISTICS SECTOR SKILLS IN DEMAND

## ROAD

<b>Managers</b>
Transport Manager
Supply Chain and distribution Manager
HR Manager
Financial Manager
Marketing and Sales Manager
Warehousing Manager
<b>Professionals</b>
Accountant
Occupational Health and Safety Officer
Driver Instructor
Store Person
Fleet Controller
Labour Specialist
Loading Supervisor

### Craft and related trades workshop

Panel beater

Spray painter

Diesel Mechanic

Petrol Mechanic

Auto Electrician

### Plant and machine operators and assemblers

Crane, Hoist or Lift Operator

Earthmoving Plant Operator

Vehicle Body Builder

Heavy Duty Truck Driver

Forklift Operator

## AVIATION

<b>Managers</b>
Supply Chain and distribution Manager
HR Manager
Financial Manager
Transport Manager
Marketing and Sales Manager
Warehousing Manager
<b>Professionals</b>

Aeronautical Engineer

Accountant

Occupational Health and Safety Officer

Flying Instructors

Passenger Pilot

Cargo Pilot

### Technicians

Electrical Engineering Technician  
Electronics engineering Technician  
Mechanical Engineering Technician  
Instrumentation Technician

Aircraft Engine Mechanic

### **Craft and related trades workers**

Maintenance Fitter

Forklift Operator

Electrician

Load Controller

Fire-Fighter

Paramedics

## **MARITIME**

### **Managers**

Terminal Managers

Port Finance Managers and Accountants

Port Manager

Port Captain

Procurement Manager

Maritime Lawyers

Supply Chain and Distribution Manager

### **Professionals**

Berth and Terminal Managers

Marine Engineer

Ships Master

Maritime Trainer/Assessor



Marine Pilot

Mechanical Engineer

Electrical Engineer

Engineers (civil and maintenance)

Tug-boat Pilot

Fire-fighters

Paramedics

**Craft and related trades workers**

Deck Officer

Stevedore – Crane Driver, Equipment Operators

Vessel Traffic Services (VTS) Operator

Electrician

Boiler maker

Welder/Cutter

Millwright

Cargo Superintendent

Fitter

**Plant and machine operators and assemblers**

Crane, Hoist or Lift Operator

Deck Hand

Terminal Operators

Cook

## RAIL

<b>Managers</b>
Transport Manager
Project Manager
Supply Chain and Distribution Manager
Warehouse Manager
<b>Professionals</b>
Occupational Health and Safety Officer
Mechanical Engineer
Rail Trainer/Assessor
Rail Engineers (including Systems Engineers and Analysts)
<b>Technicians</b>
Technicians (Signalling/Overhead Wiring)
Railway brakemen, signalers and shunters
Team Leader Infrastructure
Track Patrol/Inspector

### Craft and related trades workers

Railway Track Worker

Diesel Mechanic

Boiler maker

Welder

Millwright

Locomotive-engine drivers

Fire-fighters

Paramedics

### Plant and machine operators and assemblers

Plant Operator

Railway Coach Builder

## LOGISTICS AND WAREHOUSING:

### WAREHOUSING Managers

Transport Manager
Supply Chain and Distribution Manager
HR Manager
Financial Manager
Marketing and Sales Manager
Warehouse Manager
IT Manager
Logistics Manager
Customer Service Manager
Import and Export Manager
Freight Manager
Operations Manager

### **Professionals**

Accountant

Logistics Planner

Supervisor

## WHOLESALE AND RETAIL TRADE SECTOR SKILLS IN DEMAND

### ***Higher Education Occupations in Demand:***

Financial Manager

Accountant

Operations Manager

Marketing and Sales Manager

Human Resources Manager

Information Technology Manager

Systems Analyst

Customer Service Manager

Retail Analyst

Business Analyst

Food Technologist

Food and Beverage Manager

Short Skills Programs required in Wholesale and Retail Trade Sector

National Qualification Framework (NQF)

**NQF LEVEL 5:** -Retail Manager

-Small Business Manager

-Service Station Manager

-Supply & Distribution Manager

-Warehouse Manager

**NQF LEVEL 4:-Retail Supervisor**

-Food & Beverage Supervisor

-Office Administrator

**NQF LEVEL 3:-Order Clerk**

-Receipts & Dispatch Clerk

-Floor Supervisor

-Stock Office Controller

-Merchandiser

-Baker

-Butcher

**NQF LEVEL 2:-Wholesale Retail and Trade operations**

## **PART C**

### **CAREERS**

#### **1. PROFESSIONAL AND SEMI-PROFESSIONAL OCCUPATIONS**

- ☐ **Architects, Building Scientists and Related Occupations**
- ☐ **Art, Design and Sport Occupations**
- ☐ **Biological Scientists and Technologists**
- ☐ **Eco-biological professions**
- ☐ **Economic Sector Occupations**
- ☐ **Economists, Management Scientists, Clerical and Secretarial Occupations**
- ☐ **Education Professionals and Communication Occupations**
- ☐ **Engineers and Engineering Technicians/Technologists**
- ☐ **Mathematical and Computational Occupations**
- ☐ **Medical and Paramedical Occupations**
- ☐ **Physical and Natural Scientists and Technicians/Technologists**
- ☐ **Social Science Careers**

#### **Architects, Building Scientists and Related Occupations**

- ☐ **Architect**
- ☐ **Construction Manager**
- ☐ **Construction Supervisor**
- ☐ **Quantity Surveyor (Building Surveyor, Construction Surveyor)**
- ☐ **Town and Regional Planner**

Note: Trades in the Building and Construction Industry are listed under section: Trades.

#### ***ARCHITECT***

*An architect offers the following qualities to clients in the building industry: vision, design, skill and professional expertise. He/she assesses and helps formulate needs, evaluate possible sites, suggest a range of design options to be explored and provides advice on costs. An architect possesses a broad base of skills across a range of diverse disciplines, which ranges from design to project development, cost analysis, contract management, space planning, etc. Architects work closely with other professionals on every project including Engineers, Surveyors, and Architectural Technicians & Technologist to make sure that their buildings meet the necessary standards.*

#### **JOB CHARACTERISTICS**

- ☐ Receiving, appraising and reporting on the client's requirements with particular regard to site information, planning and statutory requirements.
- ☐ Advising the client on the need for the appointment of consultants and procedures to meet his/her requirements, including methods of contracting and on any supplementary service which may be required.

- ☐ Preparing a design showing space provisions, planning relationships, standards of materials intended to be used and standards and suitability of services in sufficient detail to enable the design to be approved by the client.
- ☐ Developing the design sufficiently to co-ordinate the work and services of consultants and specialists who have been appointed.
- ☐ Discussing the design with the statutory authorities concerned.
- ☐ Reviewing the budget and time schedule.
- ☐ Preparing drawings and documentation for submission to local or statutory authorities for approval and attending to drawings, specifications and other technical documents necessary for the execution of the project.

- ☐ Correlating the work of any consultants in the preparation of the documentation.
- ☐ Attending any regular progress-review meetings called by the client.
- ☐ Calling for tenders and/or negotiating the building contract where required.
- ☐ Advising the client regarding the awarding of the building contract and the completion of contract documents.
- ☐ Preparing the building contract documents and presenting the same for signature by the parties thereto.
- ☐ Administering the building contract/s.
- ☐ Inspecting the works.
- ☐ Providing the client with as-built drawings.
- ☐

## **REQUIREMENTS**

### **Secondary Education**

The University of Science and Technology (NUST) requires a Namibia Senior Secondary Certificate (NSSC) High (H) or Ordinary (O) Level Grade 12 or equivalent qualification, at least 30 points in five subjects for admittance to the Professional Bachelor of Architecture. No symbols must be lower than a C.

Southern African Development Community (SADC) Institutions require a NSSC-H Grade 12 or equivalent qualification with matriculation exemption. A university may waive the Mathematics and Science requirements if an applicant's drawings and creative work shows evidence of talent deemed to be contributory to the successful study of design, i.e. drawing portfolio. Further requirements differ from university to university.

Compulsory subject: Mathematics (Namibia/ SADC)

Recommended subjects: Technical Drawing, Art, Physical Sciences, Fine Art, and Economics (Namibia/ SADC)

### **Tertiary Education**

The Namibia University of Science and Technology is offering a four year Bachelor of Architecture (Honours). Candidates have to undergo selection tests and interviews. Investigate the Technical and Vocational Education Training (TVET) route by consulting Namibia Training Authority (NTA) and Namibia Qualifications Authority (NQA) accredited courses and institutions (see the back of the book and their websites). Architects have to register with the Namibia Council for Architects and Quantity Surveyors (NCAQS) in order to practise.

## **PERSONAL REQUIREMENTS**

A prospective architect should have mathematical and drawing skills and be able to work creatively and independently. He/she must be inventive, imaginative and passionate about buildings and environment.

## **WORK OPPORTUNITIES**



Architects work for public institutions such as municipalities, in partnership with other architects or as consultants.

## **CONSTRUCTION MANAGER**

*A Construction Manager manages and controls the building process. He/she also maintains contact with a wide variety of building specialists (e.g. Architects, Civil Engineers, etc.). A Construction Manager is responsible for all facets of the contract from legal to financial entities and to ensure that the progress is maintained to avoid delay.*

## **JOB CHARACTERISTICS**

- ☐ Controlling and managing of workers, subcontractors and suppliers.
- ☐ Pre-tender planning and programming of projects to ensure the optimal use of resources.
- ☐ Programming during projects.
- ☐ Being responsible for the quality-control of labour and materials used in buildings.

- ☐ Liaising with public authorities.
- ☐ Ensuring cost and quality control.
- ☐ Co-ordinating with consultants and ensuring that the requirements of the clients are met.
- ☐ Ensuring timely completion of projects.
- ☐ Respond to work delays, emergencies and other problems.
- ☐

## **REQUIREMENTS**

### **Secondary Education**

A NSSC-H Grade 12 or equivalent qualification with matriculation exemption is required for admission to SADC universities. A NSSC-H or outstanding NSSC-O Grade 12 or equivalent qualification, is required to be admitted to SADC polytechnics. Compulsory subjects: Generally, Mathematics and Physical Science but can vary from institution to institution.

### **Tertiary Education**

Bachelor of Science (B. Sc.: (Building Management), (Construction Management) and B. Sc. (Building) are offered at some SADC Universities.

The Diploma (Dip): Building and the Bachelor of Technology (B. Tech). degree in Construction Management is offered by various SADC polytechnics. NUST does not offer these courses.

## **PERSONAL REQUIREMENTS**

A prospective Construction Manager should be a practically-minded, hands-on person, with good interpersonal skills and problem-solving abilities. He/she must have outstanding project management and team skills and abilities

## **WORK OPPORTUNITIES**

The main employment areas exist with building contractors and sub-contractors. Self-employment is a possibility after sufficient experience has been gained.

## **CONSTRUCTION SUPERVISOR**

*A Construction Supervisor is responsible for the co-ordination of work of subcontractors, and the planning and administration of sites.*

## **JOB CHARACTERISTICS**

- ☐ Reporting to the Construction Manager.

- ☐ Administering, co-ordinating and controlling building projects from inception to completion.
- ☐ Identifying problems and taking correctional action in potential problem areas and representing the company on the site.
- ☐ Planning the layout of sites.
- ☐ Determining and programming the correct sequence of tasks to be performed, so as to ensure construction in the most economical way.
- ☐ Supervising the entire project in collaboration with the foreman, who is working under his/her supervision.
- ☐ Consulting with management, professional team members, subcontractors, building foremen, trade overseers, etc.

## **REQUIREMENTS**

### **Secondary Education**

A Construction Supervisor is usually an Engineer by profession. The secondary education requirements are

hence similar to the entry requirements for NUST and The University of Namibia (UNAM). Please refer to the requirements for Engineering. Triumphant College requires NSSC Grade 12 with 25 points in five subjects. Candidates with less than 25 points will have to undertake the Foundation course.

Mathematics and Physical Science/ Physics related subject (NUST).

## **Tertiary Education**

NUST and UNAM do not offer qualifications in Construction Management but the closely related Degree (UNAM) or N. Dip/Degree in Engineering: Civil and project management (NUST) also prepares candidates adequately. Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites). E.g. Triumphant College offers an Advanced Diploma in Construction/ Technical Engineering.

The Dip.: Building in Quantity Surveying or Construction Management is offered at some SADC institutions. Candidates who are in possession of a relevant Diploma can enrol for the B. Tech. or M. Tech in Quantity Surveying or Construction Management.

## **PERSONAL REQUIREMENTS**

A prospective candidate should be calm and able to handle conflict should it arise amongst co-workers. He/she must also have good interpersonal skills and be prepared to work under pressure, since time management plays a major role.

## **WORK OPPORTUNITIES**

Construction Supervisors are employed by Building Contractors or they can start their own businesses with adequate finances and the necessary experience.

### ***QUANTITY SURVEYOR (Building Surveyor, Construction Surveyor)***

*A Quantity surveyor, in a team of professional consultants, has the function of co-ordinating the costs of building projects. He/she is a professional advisor in connection with the feasibility of proposed projects as they are designed. People involved in quantity surveying have a variety of job titles. These include Quantity Surveyor, Building Surveyor or Construction Surveyor. The nature of the work performed and duties vary depending on whether they work in the construction industry or the quantity surveying profession.*

## **JOB CHARACTERISTICS**

Those employed in the quantity surveying profession will work closely with other consultants such as architects, engineers, building contractors etc. They are regarded as the cost consultants for the construction industry and their main duties will include the following:

- ☐ Preparing estimates, feasibility studies and budgets for building projects.
- ☐ Preparing bills of quantities and other tender documentation for competitive tendering for projects.
- ☐ Negotiating building contracts.

- ☐ Advising on and preparing contract documentation.
- ☐ Monitoring and reporting on costs for the duration of the projects.
- ☐ Determining final costs of projects.
- ☐ Preparing property valuations mainly for insurance purposes.
- ☐ Quantity/Building Surveyors in the construction industry will also work closely with the building consultants including the professional Quantity Surveyor but in addition, will have substantial contact with sub-contractors, suppliers and the like. Cost control will also be their primary function and their duties will include:
  - ☐ Pricing/estimating for building projects.
  - ☐ Negotiating building contracts.
  - ☐ Preparing tender documentations mainly for sub-contracts.
  - ☐ Monitoring and reporting on project costs.

- ☐ Controlling and managing sub-contractors, suppliers, etc.
- ☐ Concluding contracts on completion of projects.

## **REQUIREMENTS**

### **Secondary Education**

NUST requires an NSSC-O/H Grade 12, with at least 30 points in five subjects. No symbol must be lower than C on ordinary level. Possession of at least a NSSC-H Grade 12 or equivalent qualification with matriculation exemption is needed for admission to SADC institutions.

Compulsory subjects: Generally, Mathematics, Physical Science and Biology but varies from institution to institution.

### **Tertiary Education**

NUST offers a three year Bachelor of Quantity Surveying. On successful completion of the Bachelor of Quantity Surveying, graduates will be eligible to register with the NCAQS.

A B.Sc. Quantity Surveying can be pursued at SADC Universities while related Diplomas for instance in Building may be obtained from Polytechnics. After completion of such training at either university or polytechnic level, the candidate can register with the Namibian Council for Architects and Quantity Surveyors.

UNAM and the NUST also offer related courses in Civil Engineering.

Also, investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate should have mathematical and computer skills. She/he must possess analytical thinking, problem solving attributes and team working & the ability to negotiate.

## **WORK OPPORTUNITIES**

Construction Quantity Surveyors are employed by government departments, provincial administrations, municipalities and private firms as well as by universities as lecturers in this field. A Quantity Surveyor with enough experience can start and manage his/her own business or join a construction company.

## **TOWN AND REGIONAL PLANNER**

*A Town and Regional Planner investigate the most beneficial way for the development of a town, taking into consideration the economic and social factors. Since each region and town has its own unique character and geographical style, the town and regional planner has to identify available resources and the potential for growth and expansion in each region, distinguishing between the urban and rural setup. Plans must be flexible for new changes without changing the existing fundamental standards and safety.*

## **JOB CHARACTERISTICS**

- ☐ Creating suitable spaces that are most beneficial to accommodate people and their activities, for example houses, shops and businesses. This should be done, considering the necessary infrastructural network and other facilities, such as electricity, water supply.
- ☐ Working jointly with specialists and other professionals, such as engineers and architects to plan and design.
- ☐ Acting directly and being involved in management, administration and legal aspects of development.
- ☐ Planning and restructuring of already-established settlement patterns.
- ☐ Deciding on both regional and national level what development should be considered and how it should be done.
- ☐ Identifying and finding the best solutions for problems regarding the functions and qualities of the interior environment of buildings and making necessary designs, drawings and plans.
- ☐ Monitoring construction to ensure compliance with specifications.

- ☐ Planning and designing the development of land areas for parks, schools, institutions, airports, roadways and related projects and for commercial and residential sites.
- ☐ Planning layout and co-ordinating development of urban and rural areas.
- ☐ Carrying out social and economic research, including transport and traffic surveys.
- ☐ Preparation of new and alteration of existing town or city maps.

## **REQUIREMENTS**

### **Secondary Education**

NUST requires an NSSC-O or H Grade 12 or equivalent qualification, with at least 30 points in five subjects.

No symbols must be lower than a C on ordinary level.

Possession of at least a NSSC-H Grade 12 or equivalent qualification with matriculation exemption and a pass mark in Mathematics on the higher grade (NSSC-H) is required for entrance to SADC universities. A NSSC-H or outstanding NSSC-O Grade 12 or equivalent qualification, is required to enrol at SADC Polytechnics.

Compulsory subjects: Mathematics, at NSSC-H level

Mathematics and Physical Science (NUST).

Recommended subject: Geography (NUST).

### **Tertiary Education**

NUST offers a four year Bachelor of Town and Regional Planning (Honours). On completion of this programme, students should be eligible to register with the Namibian Council of Town and Regional Planners. NUST also offers a Bachelor of Land Administration, consisting of five semesters theoretical and one semester of practical training.

A related field is a Bachelor of Arts in Geography offered at UNAM.

Undergraduate and postgraduate training in Town and Regional planning is offered at some universities in SADC. A Dip.: in Town and Regional Planning is offered at SADC Polytechnics.

Also, investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate must be creative. He/she must have good visual and three-dimensional perception and possess qualities such as integrity and objectivity. Fitness and good health are essential.

## **WORK OPPORTUNITIES**

Town and Regional Planners can work as property planners in regional and municipal planning departments or as private consultants. They can also work in academic and research institutions.



## **ART, DESIGN AND SPORT OCCUPATIONS**

- ☐ **Actor/Actress**
- ☐ **Animator**
- ☐ **Ceramist**
- ☐ **Clothes and Fashion Designer**
- ☐ **Colour Consultant**
- ☐ **Display Artist**
- ☐ **Graphic Designer**
- ☐ **Interior Designer**
- ☐ **Model**
- ☐ **Musician**
- ☐ **Photographer**
- ☐ **Sports Manager**
- ☐ **Taxidermist**

- ☐ **Textile Designer**
- ☐ **Theatre, Careers in...**

## **ACTOR/ACTRESS**

*An actor is someone who plays a character in film, television, radio, or theatre productions by acting out an author's script in an entertaining and convincing manner.*

## **JOB CHARACTERISTICS**

- Acting out a role or part for entertainment and/or educational purposes.
- Researching the role and characteristics of the part to be played.
- Studying scripts to determine artistic interpretation.
- Interpreting the character according to the script in a convincing way.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires an NSSC–O/H Grade 12 or equivalent qualification with passes in five subjects and a minimum of 25 points on the UNAM point evaluation scale.

The College for the Arts of Namibia (COTA) requires a NSSC Grade 12 with 17 points, D in English.

Alternative Mature age entry 23 years of age, portfolio and three years of industry experience.

### **Tertiary Education**

UNAM offers a B. A. Degree with Drama as a major subject. The Department of Visual and Performing Arts at UNAM also offers a diploma and a degree in Visual Arts, with specialisations in Creative Expression

A 3 years diploma course in Performing Arts and Visual arts are also offered at the College for the Arts in Namibia (COTA).

Also, investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

NB. A potential actor/actress who is naturally gifted in this art can pursue her/his talent without formal training.

It would be advantageous to obtain a formal training in preparation for an acting career.

## **PERSONAL REQUIREMENTS**

A prospective Actor/Actress must be able to project different types of emotion and personality. He/she must have good communication skills and be creative. Public speaking, memorization, reading skills and physical stamina. Experience is of great **importance** in this career, as experience leads to bigger and higher paying **roles**.

## **WORK OPPORTUNITIES**

An Actor can work through an agent or on a freelance basis. Actors/Actresses are employed by the media houses, as well as other production companies.

## **ANIMATOR**

*An animator is an artist who creates multiple images, known as frames, which give an illusion of movement called animation when displayed in rapid sequence. Animators can work in a variety of fields including film, television, and video games*

## **JOB CHARACTERISTICS**

- Preparing a script which is developed in the form of captions placed beneath the illustrations, which are arranged in comic-strip fashion.
- Produce images that appear to come to life on screen.
- Recording the soundtrack. The soundtrack provides the needed audio background to add to the visual effects and makes the animated characters come alive.

- Delegating some of the responsibilities to the assistant. The animator draws only the key drawings, and the assistant is responsible for the in-between drawings needed to complete the action.
- Checking all the actions, as soon as the drawings are completed.
- Tracing each of the drawings onto a transparent sheet of acetate with specific colours.
- Placing these drawings over a suitable background, prepared by skilled artists
- Photographing the drawings in sequence, to give the illusion of motion.

## **REQUIREMENTS**

### **Secondary Education**

UNAM and NUST require an NSSC–O/H Grade 12 or equivalent qualification with passes in five subjects and a minimum of 25 points on their point evaluation scale.

COTA requires a NSSC Grade 12 with 17 points, C in English (for New Media design) and E in English (for Visual art Design). Alternative Mature age entry 23 years of age, portfolio and three years of industry experience.

### **Tertiary Education**

The Department of Visual and Performing Arts at UNAM offers a diploma and a degree in Visual Arts, with specialisations in Arts for Advertising, Visual Culture and Creative Expression which could be an advantage as most of the actual training is gained through in-service training.

NUST offers a B. Degree in Journalism and Media Technology with a specialisation in Multi Media Design and Production.

A Diploma course in New Media Design is offered at COTA with specialisations in Graphic Design, Photography, Software design and Web design. COTA also offers a 3 year Diploma course in Visual arts.

Also, investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Animator must be artistically-inclined, skilful, and practical. He/she must be able to express his/ her ideas in sketches and come up with new and varied ideas constantly. Creativity and imaginative, drawing and modelling skills, communication and presentation skills and IT skills.

## **WORK OPPORTUNITIES**

Animators are employed by advertising agencies, at the media houses as well as work as consultants.

## **CERAMIST**

*A ceramist is mainly involved in the production of utility articles such as plates and vases, tableware, pieces of pottery, wall decorations and other artworks.*

## **JOB CHARACTERISTICS**

- Glaze-firing the article to make it permanent. designing and producing one-off objects
- selecting materials appropriate to the design
- shaping clay by hand, thrown on a wheel or in a mould
- loading kilns, glazing, decorating and firing products
- preparing work for sale and exhibition
- Selling products directly from a studio, market stalls or crafts fairs, online, by mail order or through specialist craft shops and galleries.
- developing clear artistic objectives and a business plan
- attending appropriate courses to learn new techniques and to keep up to date with current trends
- Teaching in further education and running community workshops.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires an NSSC–O/H Grade 12 or equivalent qualification with passes in five subjects and a minimum of 25 points on the UNAM point evaluation scale.

### **Tertiary Education**

The Department of Visual and Performing Arts at UNAM offers a diploma and degree in Visual Arts and Ceramics can be taken as a major subject.

The John Muafangejo Art Centre, in association with COTA provides studio space and workshop opportunities to art school graduates or professional artists.

Also, investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

NB. A potential Ceramist who is naturally gifted in this art can pursue her/his talent without formal training.

## **PERSONAL REQUIREMENTS**

A prospective Ceramist must be creative and practical, and possess initiative in order to produce impressive articles they must have creative flair and practical ceramics skills, time management and the ability to work to meet deadlines, excellent communication skills, organisational ability, attention to detail, and patience.

## **WORK OPPORTUNITIES**

A Ceramist can work as self-supporting ceramist artist, commercial ceramic producers, and community project developers, work for an interior decorating firm or a museum. They can also work as art teacher, surface designer, ceramics designer and consultant in ceramic craft.

## ***CLOTHES AND FASHION DESIGNER***

*A fashion designer is someone who studies and create fashion trends, sketch designs, select materials, and have a part in all the production aspects of their designs.*

## **JOB CHARACTERISTICS**

Designing industrial and commercial products such as new types and latest styles of clothing.

- Sketching the clothes he/she feels is in demand on the market.
- Selecting fabrics and trims to be used.
- Adapting or changing styles from popular garments.

- Selling sketches of designs to manufacturers.
- Making sketches according to the specifications of the manufacturer.
- Seeing to it that the particular designs are completed especially those that are sold or made for manufacturers.
- There are different types of fashion designers, namely: custom designers, couture designers, mass production designers, stylists and freelance designers.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires an NSSC–O/H Grade 12 or equivalent qualification with passes in five subjects and a minimum of 25 points on the UNAM point evaluation scale.

COTA requires a NSSC–O Grade 12 with 17 points, and an E in English or equivalent qualification for admission. Alternative Mature age entry 23 years of age, portfolio and three years of industry experience

Recommended subjects: Art, Home Economics, Needlework, Business

### **Studies Tertiary Education**

The Department of Visual and Performing Arts at UNAM offers a diploma and degree in Visual Arts with Fashion and Textile Studies, and Creative expression as major subjects.

COTA offers a three year diploma in Fashion design and in Visual Arts.

Also, investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Clothes and Fashion Designer must have an interest in fashion, an eye for detail and colour, must be practical, creative and able to initiate changes. Must have the ability to spot and develop trends, and use computer design packages, as well as solve problems.

## **WORK OPPORTUNITIES**

Clothes and Fashion Designers are employed by clothing factories, fashion houses, performing-art councils and film and television companies. He/she can also start his/her own business or work on a freelance basis.

## ***COLOUR CONSULTANT***

*A Colour Consultant is responsible for using colour harmoniously and effectively and also gives advice on the effects of colours and shades.*

## **JOB CHARACTERISTICS**

- Planning an interior.
- Selecting colour schemes for fittings, upholstery, curtains, etc...
- Working according to specifications, from architects, interior decorators or owners.
- Taking into consideration the size of the rooms, the desired effects and the costs involved.
- Travelling to visit building sites, interior decorators, etc...
- Advising people on the colours and shades that suit a specific item, etc.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires an NSSC–O/H Grade 12 or equivalent qualification with passes in five subjects and a minimum of 25 points on the UNAM point evaluation scale.

### **Tertiary Education**

The Department of Visual and Performing Arts at UNAM offers a diploma and degree in Visual Arts, specialising in Art for Advertising, Fashion studies, Creative Expression and Visual Culture. This qualification could be an advantage as most of the actual training is gained through in-service training usually done under the supervision of an experienced colour consultant.



The John Muafangejo Art Centre, in association with COTA provides studio space and workshop opportunities to art school graduates or professional artists.

Also, investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Colour Consultant should be aware of the symbolic meaning of colours, have initiative and be able to identify the tastes and needs of other people. He/she must not be colour blind.

## **WORK OPPORTUNITIES**

Colour Consultants are employed by paint and cosmetic manufacturers, interior decorators, architects, etc. Self-employment and contract work are possibilities. They can become expert personal stylist and/or image consultants.

## **DISPLAY ARTIST**

*A Display Artist is responsible for displaying merchandise in an attractive way for window-shopping or exhibitions at museums, international shows, ships or firms so that the public's interest is stimulated to buy the merchandise.*

### **JOB CHARACTERISTICS**

- Select themes, lighting, colours and props that will be used in the display
- Prepare sketches, floor plans, or models for proposed commercial displays
- Store pack and maintain props and display items and the records thereof
- Assist sales staff with colour coordination techniques for various displays such as window and counter displays
- Take photos of display
- Plan commercial display to attract customers
- Obtain plans from display designers or display managers and discuss with clients or supervisors
- Collaborate with members of the project team to obtain supplies and props.

### **REQUIREMENTS**

#### **Secondary Education**

UNAM requires an NSSC–O/H Grade 12 or equivalent qualification with passes in five subjects and a minimum of 25 points on the UNAM point evaluation scale.

COTA for admission. Alternative Mature age entry 23 years of age, portfolio and three years of industry experience.

#### **Tertiary Education**

The Department of Visual and Performing Arts at UNAM offers a diploma and degree in Visual Arts and a prospective candidate can major in Creative Expression, Visual Culture and Fashion studies.

COTA offers a three year full time (NQF level 5) Diploma in Visual Arts as well as Fashion Design.

Also, investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

### **PERSONAL REQUIREMENTS**

Artistic talent and creativity are mandatory abilities for the job, but others are also important, such as the ability to plan designs around space constraints. Excellent communication skills are needed to work with store management, and you'll need good time management skills. Windows are often dressed at night after stores close, so be prepared to work late shifts. You should be in good physical shape because there's a lot of lifting, bending, stretching and manual labor involved.

## **WORK OPPORTUNITIES**

Display Artists are employed by department stores, museums, dealers, etc... A display artist can run his/her own business as a display consultant.

## ***GRAPHIC DESIGNER***

*A graphic designer is a professional within the graphic design and graphic arts industry who assembles together images, typography, or motion graphics to create a piece of design. A graphic designer creates the graphics primarily for published, printed or electronic media, such as brochures (sometimes) and advertising.*

## **JOB CHARACTERISTICS**

- Creating and analysing a client's or employer's needs.
- Advising the client on the most effective method of meeting those needs, while keeping market trends in mind.

- Preparing original copies of an advertisement or of letterheads, handbills, posters, etc., for newspapers or printers.
- Production of television and film advertisements.
- Designing a total image programme for an organization, i.e. symbol or 'logo' which characterizes the organisation.
- Developing recognisable identities for products, services, organisations, etc.

## **REQUIREMENTS**

### **Secondary Education**

UNAM and NUST require an NSSC-O/H Grade 12 or equivalent qualification with passes in five subjects and a minimum of 25 points on their point evaluation scales.

COTA requires an NSSC-O Grade 12 with 17 points, and C in English or equivalent qualification. Alternative Mature age entry 23 years of age, portfolio and three years of industry experience

### **Tertiary Education**

The Department of Visual and Performing Arts at UNAM offers diploma and degree in the Visual Arts with Art for Advertising as a major subject.

NUST offers a Degree in Journalism and Media Technology with a specialization in Multi Media Design and Production.

COTA offers a three year diploma in Visual arts and Diploma course in New Media Design with specialisations in Graphic Design, Photography, Software design and Web design.

Also, investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Graphic Designer should be creative and artistically inclined. He/she must have good eye for detail. He/she should also have good business, communication and negotiation skills.

## **WORK OPPORTUNITIES**

Graphic Designers are employed by printing, advertising firms and art galleries. They can also work independently as freelance artists where they either act as consultants to larger firms or are commissioned by private individuals.

## ***INTERIOR DESIGNER***

*Interior design is the art and science of enhancing the interiors, sometimes including the exterior, of a space or building, to achieve a healthier and more aesthetically pleasing environment for the end user. An interior designer is someone who plans, researches, coordinates, and manages such projects. Interior design is a multifaceted profession that includes conceptual development, space planning, site inspections, programming, and research, communicating with the stakeholders of a project, construction management, and execution of the design.*

## **JOB CHARACTERISTICS**

- Assisting in the planning and execution of the project therefore, the interior designer must have knowledge of architectural design, technical service, technical drawings, etc.
- Choosing a central theme and co-ordinating around this theme the colour schemes, finishes for walls, floors, ceilings, and choices for furniture and accessories.
- Consulting with the client personally.
- Taking into consideration the climate and location of a building, when starting to plan.
- Producing a detailed plan of action to the architect and client for approval.



- Checking that all requirements and specifications have been adhered to.
- Be well-informed about the latest development and products on the market.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires an NSSC-O/H Grade 12 or equivalent qualification with passes in five subjects and a minimum of 25 points on the UNAM point evaluation scale.

COTA requires a NSSC–O Grade 12 with 17 points, and E in English or equivalent qualification for admission. Alternative Mature age entry 23 years of age, portfolio and three years of industry experience

### **Tertiary Education**

The Department of Visual and Performing Arts at UNAM offers a diploma and degree in Visual Arts.

COTA offers a three year diploma in Visual arts.

The John Muafangejo Art Centre, in association with COTA provides studio space and workshop opportunities to art school graduates or professional artists

Also, investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Interior Designer should be artistic and creative, have a broad knowledge about the latest fashions and materials and be sensitive to the requirements and preferences of the client. They must also have good communication and demonstrate flexibility in their approach to tasks.

## **WORK OPPORTUNITIES**

Interior Designers are employed by interior decorating firms or they can start their own businesses.

## **MODEL**

*A model is a person with a role either to promote, display or advertise commercial products (notably fashion clothing), or to serve as a visual aide for people who are creating works of art or to pose for photography. A Model ought to have specific physical features and a good physique to match.*

## **JOB CHARACTERISTICS**

- Dressing in sample clothing of new or current styles or of type wanted by customers.

- Walking, turning and otherwise demonstrating style and other characteristics to his/her best advantage.
- Posing as Models for artistic photography, sculpture or painting.
- Posing as Models for photography or films in the field of advertising. This is usually done on a part-time basis, while still at school or university but, it can also be a full-time career.

## **REQUIREMENTS**

The requirement depends on what type of modelling you want to be for example a Cat Walk Model must be tall, with a good physique and exceptional features. Women must be between 1, 74m and 1, 82 m tall and be between 15 and 20 years of age when they engage in a modelling career and must not be bigger than a size 34 plus size. Men must not be shorter than 1, 82 m, must be between 18 and 30 years of age when they start modelling and must have a number 32 waist size and 38-40 chest size. A model must have a good and healthy skin, teeth and hair.

Catwalk models are generally at least 1, 70 and, quite slender with very few curves. Plus size models also tend to be about this same height but mostly wear over a size 10. Commercial models, on the other hand, can be a little shorter and their body types can be more diverse – such as the models you see in catalogs and television commercials. Lastly, swimsuit/lingerie models, often referred to as glamour models.



## **Secondary Education**

No specific educational qualifications are required. Since this career has a short life span, it is advisable for a model to obtain some sort of tertiary education as this will improve his/her chances of getting another job when he/she stops working as a model.

## **Tertiary Education**

No formal tertiary education exists in this field. Various modelling agencies and schools do offer courses, which includes ramp work, photographic modelling, exercises, make-up, TV advertisements, hair, skin and body care, professionalism, etc... Good first impressions are, however, essential in this competitive industry.

## **PERSONAL REQUIREMENTS**

A prospective candidate must be determined, perseverant, resilient, self-assured patient and be able to put in long hours.

## **WORK OPPORTUNITIES**

Models that have potential are employed by modelling agencies, advertisements and branding agencies as well as other industries. This is, however, one of the most competitive careers. A Model can start his/her own modelling school if sufficient funds are available.

## **MUSICIAN**

*A Musician can appear in various roles such as composer, performer, conductor or teacher. The nature of a Musician's work can vary, depending on his field of specialisation.*

## **JOB CHARACTERISTICS**

- Performing for others, i.e., play musical instruments, sing, write musical compositions, conduct instrumental or vocal performances, etc.
- Specializing in either classical or popular music.
- Composing original music, such as symphonies, operas, sonatas or popular songs.
- Working on a freelance basis for small bands, radio, television, orchestras, or as soloists.
- Leading orchestras and bands as conductors. Conductors should be experienced musicians, who are well rehearsed for the music to be played.
- Selecting musical compositions to be rendered, and arranging the programs and training of other musicians.
- Encouraging and developing the pupils' musical talent through instruction.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires an NSSC-O/H Grade 12 or equivalent qualification with passes in five subjects and a minimum of 25 points on the UNAM point evaluation scale.

COTA requires a NSSC-O Grade 12 or equivalent qualification for the Diploma courses and for the non-formal musical courses from age six and as long as they can read and write. The latter are like after school/extra mural activities.

### **Tertiary Education**

UNAM also offers a B.A. and B. Ed. Performing Arts degree with Music as a major subject.

COTA also offers a 3 year diploma in either African Music, Classical Music or Modern Music.

COTA also has non formal musical courses such as Guitar (Lead & Bass) Percussion (Drumkit) Brass instrument (Trumpet, Tuba, Trombone) Dance (African, Contemporary) Drama, Visual Art (drawing, painting, printing) and Keyboard.

Also, investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate must have musical talent, such as a good ear for music and rhythm. He/she should also be enthusiastic, patient and dedicated.

## **WORK OPPORTUNITIES**

Musicians are employed by the Public Service, churches, and various teaching positions exist at schools, universities and colleges. Private music classes at home can be offered and private bands also require Musicians. Musicians are mostly self-employed.

## ***PHOTOGRAPHER***

*A photographer is a professional that focuses on the art of taking photographs with a camera. Photographers use artificial and/or natural lighting to snap pictures of various people, places and things in a variety of settings.*

## **JOB CHARACTERISTICS**

- Taking pictures of a general nature, e.g. graduation ceremonies, weddings, portrait, or specialising in a specific direction.
- Taking pictures for different advertising projects. This requires a very experienced Photographer with good technical skills.
- Creating lively, original and interesting images while showing detail of garment.
- Working to a great extent with different people, which require good interpersonal skills.
- Producing usable images under tough conditions. This pertains to press photography, forensic or police photography and aerial photography.
- 

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires an NSSC–O/H Grade 12 or equivalent qualification with passes in five subjects and a minimum of 25 points on the UNAM point evaluation scale.

COTA requires a NSSC–O Grade 12 with 17 points, and C in English or equivalent qualification for admission.

Alternative Mature age entry 23 years of age, portfolio and three years of industry experience .

### **Tertiary Education**

NUST offers Photography as part of the B. Degree in Journalism and Media Technology with a specialization in Multi Media Design and Production.

The Department of Visual and Performing Arts at UNAM offers a diploma and degree in Visual Arts and a prospective candidate can major in Creative Expression and Visual Culture

COTA offers a 3 year diploma in Visual Arts which includes Photography.

Some photography courses/workshops are offered by Private Institutions.

The John Muafangejo Art Centre, in association with COTA provides studio space and workshop opportunities to art school graduates or professional artists.

Also, investigate other TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Photographer must be creative, original, and have a keen eye for detail. He/she must be able to initiate and maintain pleasant human relations, and should have an organizational and business sense.

## **WORK OPPORTUNITIES**

Photographers are employed by advertising agencies, newspapers, news agencies (NAMPA) and at the some government ministries but can also work on a freelance basis. Photographers can run their own businesses or photo studios.

## **SPORTS MANAGER**

*A Sports Manager organises sports and recreation and also makes important decisions regarding marketing, investment and sponsorship. He/she must be able to manage financial matters.*

### **JOB CHARACTERISTICS**

- Designing and developing organisational structures and management systems.
- Controlling large-scale investments and sponsorships.
- Designing and managing training programs for top sports people, as well as ordinary people.
- Managing any enterprise, gymnasium or sports club.
- Recruiting, selecting, developing and motivating personnel.

### **REQUIREMENTS**

#### **Secondary Education**

UNAM requires an NSSC-O/H Grade 12 or equivalent qualification with passes in five subjects and a minimum of 25 points on the UNAM point evaluation scale.

NUST requires NSSC-O/H Grade 12 with 25 points in five subjects with D/E in English. Mature age candidates will be considered provided they meet the requirements and pass the mature age entrance examinations of NUST (GI2.2 in Part 1 of the NUST Yearbook) - with a minimum of 50 % in both English and Mathematics..

#### **Tertiary Education**

UNAM offers a B. Ed. degree with physical education as a major, which may be followed by administration or marketing courses. This forms the basis for one to be able to pursue a career as a sports manager.

NUST has a three year Bachelor of Sports Management Degree.

Also, investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

### **PERSONAL REQUIREMENTS**

A prospective candidate must have an interest in recreation and sports and the management field. He/she should have good business and communication skills.

#### **Work Opportunities**

Sports Administrator, Sports Club Manager and Sports Marketer, are a few occupations a person who has studied in this direction can pursue. Candidates are employed by sports clubs, Public Service and at schools and universities.

## ***TAXIDERMIST***

*Taxidermy is the preserving of an animal's body via stuffing or mounting for the purpose of display or study. Taxidermy takes on a number of forms and purposes, including natural history museum displays, hunting trophies, study skins, and is sometimes used as a means to memorialize pets.*

### **JOB CHARACTERISTICS**

- Recording measurements of animal skin.
- Making moulds of the face and other details.
- Taking notes of the colour of fleshy parts like lips, nose, eyelids, etc...
- Tanning and neutralising the skin in order to give it greater permanence, and to facilitate a better fitting onto the mannequin.
- Making a mannequin with materials such as wood, iron, clay, plaster of Paris, etc...
- Fitting and gluing the tanned skin onto the mannequin.
- Doing fieldwork in order to select birds, mammals and other animals.



## REQUIREMENTS

Prospective Taxidermists can undergo in-service training or train themselves with the help of books. They are also encouraged to take a course in sculpture which will help them with their designs. No formal training is currently offered by any tertiary institution in Namibia.

Also, investigate other TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate must love nature and animal life, have a definite artistic and creative ability, have no animal related allergies, and must be able to endure unpleasant odours.

## **WORK OPPORTUNITIES**

Taxidermists are mostly employed by museums, but can also work for private institutions. Employment opportunities are limited.

## ***TEXTILE DESIGNER***

*A Textile Designer creates and develops designs and patterns which are either woven, knitted or printed onto cloth for fashion wear and household uses.*

## **JOB CHARACTERISTICS**

- Making sketches and creative drawings for clothes, furniture, etc... These sketches originate from the textile designer or are made according to specifications given.
- Producing designs and colorations by employing different techniques or using computers.
- Travelling internationally to capture design ideas and trends.



## **REQUIREMENTS**

### **Secondary Education**

UNAM requires an NSSC-O/H Grade 12 or equivalent qualification with passes in five subjects and a minimum of 25 points on the UNAM point evaluation scale.

COTA requires a NSSC-O Grade 12 with 17 points and C in English for Visual Arts and C in English for New Media design. Alternative Mature age entry 23 years of age, portfolio and three years of industry experience.

### **Tertiary Education**

The Department of Visual and Performing Arts at UNAM offers a diploma and degree in Visual Arts with Textiles studies as a major subject.

COTA offers a three year diploma in Visual arts which covers Textiles as part of the course. COTA also offers a three year Diploma in New Media design with specialisation in Graphic Design, Photography, Web design and Software Design. Also, investigate other TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Textile Designer must be able to work under pressure, have knowledge of the market aimed at, and have a feeling for fashion, a creative imagination and drawing ability.

## **WORK OPPORTUNITIES**

Textile Designers are employed by studios, textile companies, boutiques and garment manufacturers. A textile designer can work on a freelance basis or as a consultant.

### ***THEATRE, CAREERS IN...***

*Theatre crew is responsible for the following aspects of a production: choreographer, dancer, choirmaster, sound, make-up, lighting, costume construction, theatre props and the maintenance of technical equipment.*

## **JOB CHARACTERISTICS**

**There are various fields of specialisation:**

### **Choreographer**

- Choreography is an artistic opportunity to express one's personality through the creation of dance.
- A large part of a choreographer's job is to make sure that the routine is pleasurable not only for the participants but for the audience and possibly judges, too.

- He or she must listen intently to the piece of music that is being used, and work out the timing and the feel of the different dance steps.

A lot of time is spent inventing new dance moves and editing routines. They also work very closely with the dancers, teaching them by example and by spoken instruction.

## **Dancer**

- Dancers use movement, gesture and body language to portray a character, story, situation or abstract concept to an audience, usually to the accompaniment of music.
- This usually involves interpreting the work of a choreographer, although it may sometimes require improvisation.
- Dancers work in a variety of genres including classical ballet, modern stage dance, contemporary dance, street dance and African or Asian dance.
- They may perform to a live audience or take part in a recorded performance for television, film or music video.

- Many dancers follow portfolio careers, combining performance with teaching, choreography or administrative work in a dance company.

### **Choir Director**

- A choir director is any person who leads a vocal ensemble.
- Choir directors may lead such ensembles at church, in school or in other performance venues.
- Choir directors do more than conduct and lead a choir, they also have the responsibility of making sure the members attend rehearsals and are at their best when performing.
- They carefully choose the pieces that the group will perform and make sure everything is in order—from the vocal harmony down to the stage formation.

### **A Costume Designer**

- Makes costumes for the various artists in the play, according to their specific roles.
- Does research about materials and costumes of a specific historical time.

### **A Lighting Technician**

- Executes the lighting designer's ideas.
- Installs and operates the lighting apparatus.
- Tests the lighting, special effects and the balance between light and shade before the performance, so that the necessary adjustments can be made.
- Controls the lighting during performances.
- Makes sure that all equipment is always in a perfect working condition.
- Works together with the stage manager, sound technician and lighting designer.

### **A Make-up Artist**

- Applies make-up according to the designs given to him/her, and according to the character the artist represents.
- Is up to date with the various make-up techniques, the materials and the historical era in which the production is taking place.
- Travels a lot, since they go on tours very often.
- Does the hair of the various artists. For this he/she receives training in hairdressing and the different hairstyles.

## **A Mechanician**

- Operates and moves technical equipment. A mechanician carries a big responsibility because the lives of actors might be in danger if an apparatus is not managed carefully.
- Assists in the design and building of the stage sets.
- Controls the movement of the scenery, backdrops and curtains during performances using winches and pulleys.
- Takes care of the moving scenery to ensure that it is safe at all times for performing artists.

## **A Property Master**

- Makes all the necessary requisites needed during the production. Requisites include weapons, eating utensils, pillows, portraits, etc...
- Does research about the different items used in different historical times.

- Researches, finds and buys items (props or requisites) for use on stage during the production.

### **A Scene-Painter**

- Paints the décor according to the designs made by the designer
- Paints three-dimensional objects and new panels.
- Makes very reliable replicas and this requires excellent knowledge of painting techniques.

### **A Sound Technician**

- Takes care of the sound in production by using special equipment like microphones, speakers and amplifiers.
- Is aware of the acoustics, uses certain techniques to prevent echoing and controls sound levels.
- Makes use of tape recordings, which must be precise and played back at the right moment during the performance.
- Amplifies the voices and instruments used by actors, musicians and other performing artists to make them audible to the whole audience.
- Balances the sound during the performance by using microphones, sound mixing consoles and amplifiers.
- Produces tape recordings and special sound effects to enhance the performances and replays those recordings and the effects during the performance.

### **A Stage Manager**

- Sees to it that the dancers, actors and orchestra are present and appear on the stage as scheduled.
- Decides which sound effects, lighting and type of furniture will be used.
- Organizes the décor and changes during acts.
- Accompanies the theatrical company when they are on tour.
- Works closely together with the producer, sound and lighting technician, technical manager and theatre personnel.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires an NSSC – O/H Grade 12 or equivalent qualification with passes in five subjects and a minimum of 25 points on the UNAM point evaluation scale.

COTA requires a NSSC-O Grade 12 or equivalent qualification with 17 points and E English for Visual Arts, D in English for the Performing Arts, and C in English for TV Production and Sound Technology. Alternative

Mature age entry 23 years of age, portfolio and three years of industry experience.

### **Tertiary Education**

The Department of Visual and Performing Arts at UNAM offers B.A. degree in which Drama can be one of the major subjects. The Department of African Performing Arts, Dance and Drama at the College of the Arts offers a 3 year diploma in Drama and Theatre Studies.

COTA offers three year full time Diploma in Visual Art, Performing Art, Television Production and Sound Technology. Also, investigate other TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

### **PERSONAL REQUIREMENTS**

A prospective candidate should have good interpersonal skills, and be hard-working and self-disciplined.

He/she should also have a love for music, drama and ballet.

## WORKING OPPORTUNITIES

Theatre crew members are employed at theatres, broadcasters such as NBC and the media houses.

## BIOLOGICAL SCIENTISTS AND TECHNOLOGISTS

- **Biologist**
- **Botanist**
- **Food Scientist and Technologist**
- **Health and Beauty Technologist (Somatologist)**
- **Marine Biologist**
- **Physiologist**

### ***BIOLOGIST***

*Biologists study and do research on the origin, relationships, development, anatomy, functions, heredity and other basic characteristics of plants, animals and microbiological life. There are some sub-disciplines of biologist such as: biochemist, entomologist, and microbiologist.*

## JOB CHARACTERISTICS

- Studying all aspects of living organisms, as well as the relationship between animals and plants and their environment.
- Specialising in research/development of specific plant, animal or other aspects of biology.

## Branches of Biology

### **Biochemist**

A Biochemist examines the structure and functions of chemical compounds in all living organisms, such as plants, animals, insects, viruses and microbes. He/she also studies aspects such as metabolism, interrelationships between structure, etc.

### **Entomologist**

Studies all aspects in connection with insects. Extensive study and research can be done in the fields of taxonomy, behaviour, insect pest control, etc.

### **Aquatic Biologist**

Study micro –organisms, plants and animals living in water.

## **Marine Biologists**

Is studies at sea or a biologist at sea (study sea water organisms). Much of the work of Marine Biologists centres on Molecular Biology - the study of biochemical processes that take place inside living cells. Marine Biology is a branch of Oceanography (the study of the physical and biological aspects of the oceans).

## **Oceanographer**

Study biological, chemical, geological, and physical characteristics of oceans and ocean floors

## **Botanists**

Study plants and their environments, some study the all aspects of plant life, including algae, lichens, mosses, ferns, conifers, and flowering plants; others specialize in areas such as identification and classification of plants, the structure and function of plant parts, the biochemistry of plant processes, the causes and cures of plant diseases, the interaction of plants with other organisms and the environment, the geological record of plants and their evolutio

## **Mycologists**

Study fungi, such as yeast, mold and mushrooms, which are separate kingdom of plants.



## **Computational Biologists**

Apply the techniques of computer science, applied mathematics and statistics to address biological problems. The main focus lies on developing mathematical modelling and computational simulation techniques. It addresses scientific research topics with their theoretical and experimental questions without a laboratory.

## **Zoologists and Wildlife Biologists**

Study animals and wildlife - their origin, behaviour, disease, and life processes. Some experiment with live animals in controlled or natural surroundings, while others dissect dead animals to study the structure. Zoologist and Wildlife Biologists also may collect and analyse biological data to determine the environmental effects of current and potential uses of land and water areas. Zoologists usually are identified by the animal group they study. For example, ornithologists study birds, mammalogists study mammals, herpetologists study reptiles and amphibians, ichthyologists study fish, cnidariologists study jellyfishes and entomologists study insects.

## **Physiologists**

Study life functions of plants and animals, in the whole organism and the cellular or molecular level, under normal and abnormal conditions. Physiologists often specialize in functions such as growth, reproduction, photosynthesis, respiration, or movement, or in the physiology of a certain area or systems of the organism.

## **Ecologists**

Investigate the relationship amongst organisms and between organisms and their environments, examining the effects of population size, pollutants, rainfall, temperature, and altitude. Using various knowledge of various scientific disciplines, ecologists may collect, study, and report data on the quality of air, food, soil and water.

## **Microbiologist**

A Microbiologist studies micro-life. These micro-organisms play important roles in disease, food-line manufacturing (like cheese, beer, etc.), spoilage of perishable food, etc. Various specialities exist, such as food microbiology, industrial microbiology, soil microbiology, plant pathology and medical microbiology.

In addition, add descriptions of the other sub disciplines within the Biological sciences namely: Marine Biologist etc. Many microbiologists and biochemists are involved in research and development of new or improved products, e.g. food, biotechnological products and pharmaceutical products.

## **REQUIREMENTS**

### **Secondary Education**

NSSC-O/Grade 12 or equivalent qualification with passes in at least five subjects as well as 25 points on the UNAM point evaluation scale, is needed to enrol at UNAM.

Compulsory subjects: English as a second language with a C symbol at NSSC or first language with a D symbol. Mathematics, Physical Science and Biology with at least a C-symbol at NSSC-O level (UNAM). Most SADC universities requires at least four school subjects on NSSC-H or an outstanding NSSC-O.

**Recommended subjects: none.**

### **Tertiary Education**

UNAM offers a B. Sc. in Environmental, and Microbiology (Honours).

Most SADC universities offer a B. Sc. in Biology with different specializations.

### **PERSONAL REQUIREMENTS**

A prospective Biologist should be observant, and be able to think clearly and logically, with special interest in nature and have an enquiring mind and the ability to work accurately and pay attention to detail.

### **WORK OPPORTUNITIES**

Opportunities exist at academic institutions and the Ministries of Environment and Tourism, Agriculture,

Water and Forestry, Fisheries and Marine Resources, Health and Social Services, Namibia Institute of Pathology (NIP), Namibian Standards Institution, various private laboratories such as PathCare, as well as nature conservation bodies.

## ***BOTANIST***

*A Botanist studies and researches various aspects of living and fossil plants. Botanists specialize in different career fields, each one with its own specific sub-disciplines, namely:*

### **Ethno botany**

The scientific study of relationships that exists between people and plants

### **Mycology**

The branch of biology concerned with the study of fungi, including their genetic and biochemical properties, their taxonomy and their use to humans as a source of tinder, medicine, wine, cheese, and entheogens, as well as their dangers, such as poisoning or infection.

### **Palaeobotany**

Is the branch of paleontology or paleobiology dealing with the recovery and identification of plant remains from geological contexts, and their use of the biological reconstruction of past environments and both the evolutionary history of plants, with bearing upon the evolution of life in general.

### **Palynology**

The study of plant pollen, spores and certain microscopic plankton organisms (collectively termed palynomorphs) in both living and fossil form.

Other specific sub-disciplines of botany include Plant genetics, Plant pathology, Plant physiology, Plant taxonomy and Weed science.

## **JOB CHARACTERISTICS**

- Researching all the plants traditionally used for food and medicine.
- Conducting field and laboratory experiments concerning plants, by identifying and classifying plant specimens.
- Studying the origin, development, chemical and physical characteristics, structure and composition of plants and their reproductive processes.
- Studying and conducting experiments concerning the life processes and functions of plant organs, tissues, cells, etc, under normal and abnormal or exceptional conditions.
- Studying and conducting experiments concerning the nature, causes and development of plant disorders.

- Studying inter-relationships of plant life and the environmental factors involved.
- Studying and conducting experiments concerning the effects of weeds, drugs and other substance on plants tissues.
- Improving existing drugs or developing new ones.
- Studying plant fossils.

## **REQUIREMENTS**

### **Secondary Education**

To be accepted at UNAM the student must be in possession of an NSSC-H/O Grade 12 or equivalent qualification, with at least a C symbol in Mathematics on the NSSC-O curriculum as well as fulfil the minimum requirement of 25 points on the UNAM point evaluation scale.

Possession of at least a NSSC-H or outstanding NSSC-O Grade 12 or equivalent qualification with matriculation exemption is required to enrol at any SADC Tertiary Institution. Admission is limited to passing a selection test.

Compulsory subjects: English as a second language with a C symbol at NSSC-O or first language with a D symbol. Biology with at least a C-symbol at NSSC-O level (UNAM).

Mathematics with at least a C-symbol at NSSC-O level (UNAM).

Mathematics and Physical Science at NSSC-H level (SADC Tertiary Institutions).

Recommended subject: Biology (SADC Tertiary Institutions).

## **Tertiary Education**

UNAM offers B.Sc. Microbiology (Honours).

Most SADC universities offer a four-year B. Sc. degree with Botany as a major subject. A B. Sc. (Honours) is recommended.

## **PERSONAL REQUIREMENTS**

A prospective candidate should have an interest in nature and an inquiring mind. He/she must also like researching, studying and observing nature.

## **WORK OPPORTUNITIES**

Botanists are employed by the Ministry of Environment and Tourism, Agriculture, universities (Lecturers) and pharmaceutical and food industries, in Plant Nurseries, Park Maintenance, and as Researchers and as

consultants. Self-employment is also possible.

## ***FOOD SCIENTIST AND TECHNOLOGIST***

*Food Scientists and Technologists are responsible for maintaining and improving the quality of food produced by the food industry. A Food Scientist is mainly concerned with research on the fundamental qualities of food products as well as the interaction of food elements. A Food Technologist applies the findings of basic research by developing and improving products and processes which are beneficial to the industry and consumer. Food Scientists and Technologists are both functional in the following areas: product research and development, quality control and production.*

## **JOB CHARACTERISTICS**

- Conducting research to evaluate existing problems in the food industry and initiating and keeping pace with developments in food science and technology.
- Generating new knowledge on the chemical, biochemical, physical and microbiological attributes of food and food components.
- Applying processes such as freezing, canning or drying to preserve food, while trying to produce the minimum negative effects such as loss of nutrients or texture changes.
- Working closely together with the marketing section in order to be informed of consumer needs and preferences.
- Ensuring that products satisfy prescribed quality requirements and reporting any deviations from the standard.
- Specifying the hygiene, manufacturing and general processing, the quality of the end product and other structural requirements.
- Setting requirements for ingredients which are used in the manufacturing of the product, for packaging material, labelling and product composition.

## REQUIREMENT

### Secondary Education

UNAM requires a NSSC-O/H Grade 12 or equivalent qualification, with passes in five subjects as well as 25 points on the UNAM point evaluation scale. Compulsory subjects: Mathematics, Biology C - symbol and Physical Science or Chemistry D symbol.

Most SADC universities requires at least four school subjects on NSSC-H or an outstanding NSSC-O.

Compulsory Subjects are Mathematics and Physical Science.

Recommended subject: Biology

### Tertiary Education

UNAM offers a four-year B. Sc. in Agriculture (Food Science; Crop Science), (Honours).

SADC universities or university of technology offer a B. Sc Degree in Food Science or Diploma in Food Technology.

## PERSONAL REQUIREMENTS

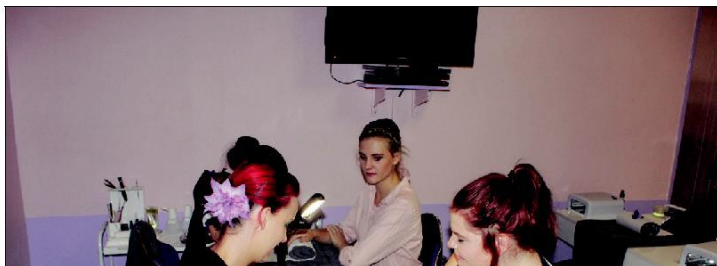
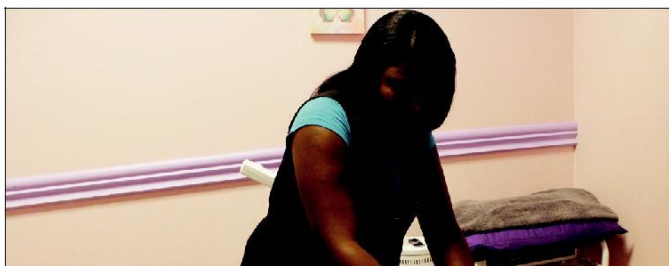
Food Scientists and Technologists should be able to understand scientific and technical processes and keep in touch with technological development and advancement.

## WORK OPPORTUNITIES

Food Scientists and Technologists are employed by Namibian Standards Institution, governmental departments and organizations of the food and beverage industry. They can also operate as consultants to such companies. Self-employment is thus a possibility if sufficient experience has been gained.

### ***HEALTH AND BEAUTY TECHNOLOGIST (Somatologist)***

*The Health and Beauty technologist uses a battery of electronic equipment and highly specialised techniques for both face and body. He/she also provides clients with advice on the correct application of make-up.*



## **JOB CHARACTERISTICS**

- Assessing, treating and preventing disorders involving the skin and the body.
- Prescribing slimming treatments in conjunction with a recommended doctor's diet.
- Applying specialised make-up techniques and selling cosmetics.
- Removing unwanted facial and bodily hair, permanently or temporary.
- Manicuring, pedicuring and tinting eyelashes.
- Applying a variety of electrical equipment and specialised massage techniques such as reflexology, aromatherapy and manual lymph drainage.



## **REQUIREMENTS**

### **Secondary Education**

Possession of a NSSC-H or outstanding NSSC-O Grade12 or equivalent qualification is needed to be admitted to a SADC Universities of Technology/Polytechnic.

### **Tertiary Education**

Health and Skin Care Therapy Dip or the N. Dip.: Somatology is offered at some SADC College, Universities of Technology/Polytechnic. The course duration is between two and three years and includes practical and theoretical training. Prospective students can also complete the B. Tech., M. Tech. and D. Tech: Somatology.

Accredited training is not currently offered in Namibia, but Shadonai Beauty School, Dermashaft Academy, Hilton Hotel and Nomad African Spa offer related courses. Also, investigate other TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective health and beauty technologist should have a courteous, pleasant personality and possess good interpersonal skills.

## **WORK OPPORTUNITIES**

Opportunities exist at beauty salons, health spa, cosmetic companies and distributors, gymnasiums, modelling agencies and self-employment.

## ***MARINE BIOLOGIST/TECHNICIAN***

*A Marine Biologist is concerned with all aspects of plant and animal life in the sea. Marine biologists study the distribution, abundance and life histories of animals and plants in the sea and the way in which these are governed by environmental factors.*

## **JOB CHARACTERISTICS**

- Studying and conducting experiments concerning the form, structure, development and other characteristics of micro-organisms (bacteria and algae) as well as the anatomical characteristics of living organisms.
- Collecting samples and developing, designing and testing equipment.
- Carrying out analysis of raw data on fish stocks and the state of the environment, which may include studies on pollution.
- Studying inter-relationships of animal and plant life, the environmental factors involved and giving advice to related disciplines.

- Generating advice on the status of commercially harvested stocks and the levels at which these stocks can be harvested sustainably.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires a NSSC-O/H Grade 12 or equivalent qualification, with passes in five subjects as well as 25 points on the UNAM point evaluation scale.

Admission can also be considered for applicants who qualify through the Mature Age Entry Scheme, upon successful completion of the relevant examinations as set out in the General Rules and Regulations.

A NSSC-H Grade 12 or equivalent qualification, with exemption is required to be admitted to universities in SADC. Polytechnics/Technikons in the SADC region generally requires a NSSC-H or outstanding NSSC-O Grade 12 or equivalent qualification, with Mathematics and one Science subject.

Compulsory subjects: Mathematics, Biology C - symbol and D symbol in Physical Science, Chemistry or Physics; or Geography for Environmental science (Faculty of Agriculture and Natural Resources - UNAM).

English as a second language with a C symbol at NSSC-O or first language with a D symbol. Biology with at least a C- symbol at NSSC-O level and Mathematics with a C symbol at NSSC-O level (Faculty of Science - UNAM).

Recommended subject: Biology

## **Tertiary Education**

Unam offers a B. Sc. in Fisheries and Aquatic Sciences (Honours).

At UNAM students can enrol for the four-year B. Sc. Environmental Biology (Honours)/B.Sc. Integrated Environmental Science (Honours) which serves as a platform to specialize in Marine Biology at Postgraduate Level.

There is no specific degree in Marine Biology but SADC universities offer related study programmes like three year B. Sc. and honours degree, with courses in Marine Biology, Physical Oceanography or a postgraduate qualification in Ichthyology. A B. Sc. degree can also be followed with subjects such as Zoology, Ocean & Atmosphere science and Botany as majors, along with other subjects such as Physiology, Biochemistry, Geology, Entomology, Environmental science, Chemistry, Oceanography, Statistics and Mathematics.

Real specialization in Marine Biology actually starts at postgraduate level, with courses such as Masters in Applied Marine Science.

NB: The N. Dip. Oceanography, BTech. Oceanography, M Tech Oceanography, N. Dip: Nature Conservation,

Diploma: Marine Sciences offered at SADC Polytechnic/Technikons provides a good background for the field of marine conservation.

## **PERSONAL REQUIREMENTS**

Prospective candidates should have an aptitude for accuracy and be willing to spend a great deal of time away from home, for the purpose of collecting information. They have to get on well with others, have an inquiring mind and be physically fit.

## **WORK OPPORTUNITIES**

Marine biologists are employed in the government, specifically the Ministry of Fisheries and Marine Resources.

They can also be employed by fishing companies and work as lecturers and researchers.

## ***PHYSIOLOGIST***

*A Physiologist is a scientist who studies the functioning of living creatures under normal and abnormal conditions, in order to solve specific problems of everyday life. Physiology is regarded as an applied science and forms the basis for further training in medicine, veterinary science, pharmacology, physiotherapy, occupational therapy and nursing.*

## **JOB CHARACTERISTICS**

- Studying the internal working of organs, energy extraction, energy usage, blood circulation, healing processes, reproductive processes, etc., in humans and animals.

- Studying and conducting experiments concerning the life processes and functions of human, animal or plant organs, tissues, cells, glands and systems under various conditions.
- Developing industrial, medical and other applications of obtained knowledge.
- Studying everything that influences the normal functioning of the body of a human, plant or animal, including nutrition, digestion, absorption, metabolism and disease (pathology).

## **REQUIREMENTS**

### **Secondary Education**

NSSC-O level or NSSC-H Grade 12 or equivalent qualification with passes in at least five subjects as well as 25 points on the UNAM point evaluation scale, is needed to enrol at UNAM.

A NSSC-H Grade 12 or outstanding NSSC-O grade 12 certificate or equivalent qualification with matriculation exemption is required for studies at SADC universities. Compulsory subjects: English as a second language with a C symbol at NSSC or first language with a D symbol. Biology with at least a C- symbol at NSSC-O level (UNAM). Mathematics with at least a C- symbol at NSSC-O level (UNAM).

Mathematics, Biology or Physical Science (SADC).

### **Tertiary Education**

UNAM offers a related B.Sc. in Micro-Biology (Honours). Students can specialise at Masters Level. A B. Sc.

degree in Physiology can be pursued at most SADC universities.

## **PERSONAL REQUIREMENTS**

A prospective candidate should be accurate, methodical and have an investigative frame of mind. A candidate should also be flexible, persistent, patient, organised, detailed and be a strong communicator.

## **WORK OPPORTUNITIES**

Opportunities exist at medical and general research institutions, Pharmaceutical companies, in Market Research, Exercise/Sport Careers.

## **ECO BIOLOGICAL PROFESSIONS**

- Game Ranger
- Nature Conservator
- Zoologist

## ***GAME RANGER***

*The tasks of a Game Ranger include managing natural resources for the benefit of society and effective management and protection and utilization of nature.*

## **JOB CHARACTERISTICS**

- Patrolling and maintaining the nature reserves/game parks.
- Ensuring protection against poachers.
- Assisting with the conservation of animal life.
- Enforcing nature conservation laws, rules and regulations for the preservation and/recovery of natural ecosystems.
- Catching and resettling of game.
- Delivering technical assistance to nature conservation researchers and officials.

## **REQUIREMENTS**

### **Secondary Education**

For studies at NUST candidates must have at least passed five subjects on NSSC-O level and have obtained a total score of at least 25 points including English with D symbol and a C in Biology or Biology related subject and an E symbol in Mathematics. Candidates must be medically fit, since field and physical work form an integral part of this study programme. UNAM requires a NSSC-O Grade 12 or equivalent qualification, with passes in five subjects as well as 25 points on the UNAM point evaluation scale with at least a C symbol in Biology and Mathematics and not less than a D symbol in Physical Science, Geography, Chemistry or Physics. A NSSC-H Grade 12 or outstanding NSSC-O grade 12 certificate, with matriculation exemption is required to study at SADC Polytechnic/Technikons.

Compulsory subjects: Biology or Biology-related subject (NUST)

Mathematics, Biology C - symbol and a D symbol in Physical Science, Geography, Chemistry or Physics (UNAM). .

English as a second language with a C symbol at NSSC-O level or first language with a D symbol. Biology with at least a C symbol at NSSC-O level (Faculty of Science - UNAM).

Mathematics, Physical Science at NSSC-H level (SADC universities)

Recommended subject: Biology

## **Tertiary Education**

NUST offers a Bachelors of Natural resource Management in Nature Conservation and a postgraduate Honours in the same course. UNAM offers a B. Sc. in Wildlife Management and Ecotourism (Honours), a B.Sc. Integrated Environmental Science (Honours) with two specializations: Environmental Science and Forestry, a B.Sc. Agriculture-Animal Science (Honours), a B. Sc. in Environmental Biology (Honours), a Higher Diploma in Natural Resource Management and a Higher Diploma in Animal Health.and a.

Most SADC tertiary institutions offer a B. Sc. degree course related to environmental conservation.

Also, investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate must have a love for nature. He/she must be able to communicate well with other people, be a hard worker and also be able to adjust to the life of being out in the field all day. He/she must be medically and physically fit for field work, practically inclined and willing to work irregular hours.

## **WORK OPPORTUNITIES**

Game rangers can be employed by the Ministry of Environment and Tourism and the National Parks, Non-Governmental Organisations and Private Farms.

## ***NATURE CONSERVATOR***

*A Nature Conservator manages and utilises animals and plants in order to ensure the survival of all species and transfers surplus animals to prevent overpopulation and overgrazing.*

## **JOB CHARACTERISTICS**

- Gathering information for research and other purposes.
- Assisting in the management of field stations and game reserves.
- Undertaking patrols, round-ups and ambushes for exhibits.
- Catching and transporting game for resettlement.
- Maintaining and equipping game reserves.
- Delivering technical assistance to nature-conservation researchers.

## **REQUIREMENTS**

## **Secondary Education**

For studies at UNAM or NUST, candidates must have at least passed five subjects at NSSC-O level or equivalent qualification and have obtained a minimum score of 25 points on UNAM's or NUST's point evaluation scale. Candidates wishing to enrol at the NUST will also be subjected to a selection programme and should be medically fit.

Possession of at least a NSSC-H Grade 12 or equivalent qualification, with matriculation exemption is required to be admitted to SADC Tertiary Institutions.

Compulsory subjects: A C symbol at NSSC-O level in Mathematics, Biology and a D symbol in Physical Science, Geography, Chemistry or Physics (Faculty of Agriculture - UNAM). English as a second

language with a C symbol at NSSC or first language with a D symbol. A C symbol at NSSC-O level in Biology, Mathematics and Physical Science (Faculty of Science - UNAM).

Biology or Biology-related subject (NUST)

Mathematics, or Physical science, Life science or Agriculture (SADC)



## **Tertiary Education**

NUST offers a Bachelor of Natural Resource Management in Nature Conservation and a Post graduate Honours degree in the same course. UNAM offers a related diploma in Natural Resource Management and degrees of B.Sc. Integrated Environmental Science (Honours); and B. Sc. in Environmental Biology Honours. A B. Sc. Forestry and Natural Resource Science degree; BSc degree with Animal Science, Ecology, Zoology, Plant Science, (Hons) in Wildlife Management can be obtained at other SADC tertiary institutions; A B. Sc. Agriculture Degree will also provide good basic training for those who want to pursue a career in conservation management.

Also, investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

Prospective Nature Conservators should have an interest in nature, be willing to work in different weather conditions, be medically and physical fit and have self-discipline and perseverance for routine tasks, such as the culling of animals.

## **WORK OPPORTUNITIES**

The Ministry of Environment and Tourism offers employment for Nature Conservators. Non-governmental organisations, private ranches or farms also employ professional and experienced people.

## **ZOOLOGIST**

*A Zoologist studies all aspects of animal life with regard to form, function and behaviour. The field of Zoology is very diverse and some specialization areas are: Ecology (environmental dynamics),*

*Entomology (the study of insects), Ichthyology (the study of fish) and Ornithology (the study of birds.)*

### **JOB CHARACTERISTICS**

- Describing new species or details of their anatomy, so that they can be placed correctly in the evolutionary series.
- Studying the basic aspects of animal life such as the structure, life processes, behaviour, growth and habitat of animals.
- Studying the inter-relationships of animal life and environmental factors.
- Preparing and submitting reports on research findings and developing relevant applications of the knowledge obtained.

## **REQUIREMENTS**

### **Secondary Education**

To be accepted at UNAM the student must be in possession of an NSSC-H/O Grade 12 or equivalent qualification, with 25 points on the UNAM point evaluation scale.

A NSSC-H Grade 12 or equivalent qualification, with matriculation exemption is required to study at SADC Tertiary Institutions.

**Compulsory subjects:** English as a second language with a C symbol at NSSC-O or first language with a D symbol. Biology, Physical science and mathematics with at least a C-symbol at NSSC-O level (UNAM).

Mathematics and Physical Science at NSSC-H level (SADC)

Recommended subject: Biology (SADC)

## **Tertiary Education**

UNAM offers a B.Sc. in Micro-Biology (Honours), B.Sc Environmental Sciences (Honours) and a B.Sc. in Agriculture-Wildlife Management and Ecotourism (Honours) which allows the candidate to specialise in

Zoology at Postgraduate Level.

A B. Sc. degree with Zoology as a major can be followed at most SADC Tertiary Institutions.

The minimum requirement to work as a Zoologist is a B. Sc. degree with Zoology as a major, but a B. Sc. Honours degree is recommended.

## **PERSONAL REQUIREMENTS**

A prospective candidate should be of an observant, patient nature, with the ability to work accurately.

## **WORK OPPORTUNITIES**

Opportunities exist at academic institutions and at the Ministries of Environment and Tourism, Agriculture, Water and Rural Development, Health and Social Services and with nature conservation bodies. Zoologists

with relevant experience can operate as private consultants.

## **ECONOMIC SECTOR OCCUPATIONS**

- **AGRICULTURE, CAREERS IN...**
- **MINING SECTOR (INCLUDING MARINE MINING), CAREERS IN...**
- **SEA, (FISHERIES AND TRANSPORT) CAREERS AT...**
- **COMMERCE**
- **SOCIAL AND PERSONNEL SERVICES**
- **TRANSPORT AND COMMUNICATION**

### ***AGRICULTURE, CAREERS IN...***

*Agriculturalists are scientifically trained experts in Agriculture. Farmers, Agricultural Technicians and Agricultural Scientists can collectively be defined as Agriculturists. They work together in a team and use their knowledge of Economics, Biology, Chemistry, Mathematics and Physics to produce food and fibres, improve production and the means of production.*

- Agricultural Economist
- Agricultural Scientific Officer
- Agricultural Inspector
- Agricultural Technician
- Agronomist
- Animal Health Inspector/Technician
- Aquaculturalist
- Farm Foreman/Manager
- Farm Worker
- Farmer

- Forster
- Forestry Technician
- Veterinary Hygiene Inspector
- Veterinary Nurse
- Veterinary Surgeon (Veterinarian)
- Veterinary Technologist

### ***AGRICULTURAL ECONOMIST***

*An Agricultural Economist is concerned with all economical activities that influence agriculture and the distribution of agricultural products.*

### **JOB CHARACTERISTICS**

- The determination of government policy concerning agricultural and consumption affairs
- The purchasing and distribution of agricultural products
- The financing of all aspects of agricultural production and the sale of agricultural products
- Economic evaluation of agricultural projects
- Agricultural development as well as research and advice.

## **REQUIREMENT**

### **Secondary Education**

UNAM requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 25 points in five subjects which includes Biology and Mathematics C-symbols and D-symbols in Physical Science or Chemistry.

NUST requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 25 points in five subjects on their evaluation scales with no less than E-symbols in Mathematics and Biology or Science related subjects.

Compulsory Subjects: Mathematics, Biology and Physical Science

Recommended Subjects: Agriculture

### **Tertiary Education**

UNAM offers a four year B. Sc. Agriculture: Agricultural Economics (Honours). A four year Bachelor of Agriculture is also offered at NUST.

## **PERSONAL REQUIREMENTS**

Prospective candidates must be interested in agriculture and agricultural affairs. Their approach to problem solving should be creative, thorough and analytical. Good communication skills are important.

## **WORK OPPORTUNITIES**

Agricultural Economists are employed by the Public Service. They are also employed by commercial banks, insurance companies, agricultural companies and consulting firms and agricultural co-operatives.

### ***AGRICULTURAL SCIENTIFIC OFFICER***

*An Agricultural Scientific Officer plays an important part in maintaining and increasing agricultural productivity. He/She communicates agricultural information to the farmers, and makes sure that farmers understand and use this information, in order to obtain the best production.*

## **JOB CHARACTERISTICS**

- Propagating new farming methods such as horticulture production, irrigation, agro forestry, farm mechanization and pest control, livestock production, animal health and range land management.
- Communicating agricultural information via study groups, farmer days, demonstrations, lectures, literature and the mass media.
- Developing recovery programmes for eroded soil.
- Study farm crops and animals and develop ways of improving their quantity and quality.
- Look for ways to improve crop yield and quality with less labour, control pests and weeds more safely and conserve soil and water.
- Research methods of converting raw agricultural commodities into healthy and attractive food products.
- Provide training to farmers of better products and systems.

- They use the principals of Biology, Chemistry, Physics, Mathematics and other sciences to solve problems in agriculture.
- Encourage farmers to adopt best practice techniques by providing exposure to new knowledge, information, skills and inputs.
- Developing new pasture systems.
- Protecting cultivated land against erosion.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 25 points in five subjects which includes Biology and Mathematics C-symbols and no lower symbols than D in Physical Science or Chemistry.

NUST requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 25 points in five points on their evaluation scales with no less than E-symbols on NSSC(O) or 4 on NSSC(H) in Mathematics and Biology or Science related subjects.

Compulsory Subjects: Mathematics, Biology and Physical Science or Chemistry

Recommended Subjects: Agriculture

## **Tertiary Education**

UNAM offers a four year B. Sc. Agriculture: Animal Science (Honours) and B.Sc. Agriculture: Crop Science (Honours). A four year Bachelor of Agriculture (Honours) is also offered at NUST.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate should have love for nature and animals and possess good communication skills. She/he must also be able to give good advice, culturally and contextually sensitive without offending the client. He/she must be mature, honest and self-motivated. He/She must have a good understanding of the agricultural industry, have computer skills and be able to work in a team.

## **WORK OPPORTUNITIES**

Agricultural Scientific Officers are usually employed by the Public Service, and agricultural cooperatives and agencies private sector and can be self-employed as consultants. Pharmaceutical companies, wholesale distributors, food products companies and universities also employ these people.

## **AGRICULTURAL INSPECTOR**

*An Agricultural Inspector is a technician who inspects the various agricultural products to ensure it is of high quality. He/she also inspects agriculture-related aspects, in order to affect laws and regulations governing agriculture.*

## **JOB CHARACTERISTICS**

There are three main fields of specialisation:

### **An Animal Health Technician (see details below)**

- Prevents and controls animal diseases. He/she works under the supervision of a government Veterinarian.
- Helps with the collection of statistical data and with research projects.
- Makes inspections to ensure that agricultural laws regarding animal health and relevant fields are complied with.
- Informs and guides farmers with regard to the control of animal diseases.
- Keeps appropriate registers and files.

### **A Meat Inspector**

- Ensures that animals slaughtered in abattoirs are healthy and that the meat is fit for human consumption.
- Ensures that animals are slaughtered in a decent and hygienic manner.
- Inspects the abattoir for neatness and hygiene.

## **A Plant and Quality Control Inspector**

- Controls the quality and marketing requirements of certain agricultural products, such as fresh plants, animal and liquor products.
- Controls plant diseases and harmful insects.
- Controls import and export of unprocessed plant material.
- Registers fertilizers, farm feeds, agricultural remedies, stock remedies, sterilising plants and pest control operators.
- Participates in the actual development of crop management.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 22 points in five subjects which includes Biology and Mathematics C-symbols and no lower symbols than D in Physical Science or Chemistry.



NUST requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 25 points in five points on their evaluation scales with no less than E-symbols on NSSC(O)/(H) in Mathematics and Biology or Science related subjects.

Compulsory Subjects: Mathematics, Biology and Physical Science or Chemistry

Recommended Subjects: Agriculture

## **Tertiary Education**

UNAM offers a three year Diploma in Agriculture and a Diploma in Animal Health. UNAM also offers a four year B. Sc. Agriculture (Honours), B.Sc. Agriculture: Agricultural Economics (Honours), B. Sc. Agriculture: Animal Science and B.Sc. Agriculture: Crop Science (Honours).

A four year Bachelor of Agriculture (Honours) is also offered at NUST.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Agricultural Inspector must have good communication skills, should be able to adapt to different working conditions and have an interest in farming.

## **WORK OPPORTUNITIES**

Agricultural Inspectors are usually employed by the Public Service, abattoirs and agricultural cooperatives or agencies.

## **AGRICULTURAL TECHNICIAN**

*An Agricultural Technician performs technical tasks connected to research, as well as the development of agricultural applications of the research results. The technician also provides advice on farming and forestry methods and problems.*

## **JOB CHARACTERISTICS**

There are three different kinds of agricultural technicians, namely:

### **An Agricultural Technician**

- Collects agricultural information to determine the needs for agricultural extension.
- Classifies agricultural resources and the planning of farms.
- Applies knowledge of scientific principles and practices in order to identify and solve problems arising in the course of their work.
- Advises farmers on ways of raising quality of output.
- Increases output and works on measures to improve efficiency of operations and to conserve natural assets and the environment.
- Prepares materials and equipment for experiments, tests and analysis.

- Collects and prepares specimens such as plant or animal cells, tissues or part of animal organs for experiments, tests and analysis.
- Assists with and performs experiments, tests and analysis in their field of specialization.
- Advises on measures to deal with problems such as soil erosion or pest infestations.

### **Animal Health Technician**

- Assists veterinarian in providing medical care to animals.
- Assists in the analysis of animal diseases.
- Promote the health, safety and wellness of people and animals.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 22 points in five subjects with symbols not lower than D in English, Biology and Mathematics, and no lower than E-symbols in Physical Science or Chemistry.

NUST requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 25 points in five points on their evaluation scales with no less than E-symbols on NSSC(O)/(H) in Mathematics and Biology or Science related subjects.

Compulsory Subjects: English, Mathematics, Biology and Physical Science or Chemistry

Recommended Subjects: Agriculture

### **Tertiary Education**

UNAM offers a three year Diploma in Agriculture.

NUST offers a three year Bachelor of Agriculture.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

### **PERSONAL REQUIREMENTS**

A prospective candidate should have an inquisitive mind, possess good interpersonal skills, and like to work with people, soil, plants and animals. The candidate should also be mature, honest and self-motivated and be able to work in a team.

### **WORK OPPORTUNITIES**

Agricultural Technicians are usually employed by the Ministries: Agriculture, Water and Forestry, Environment and Tourism, agricultural co-operatives and the private sector.

### ***AGRONOMIST***

*Also known as crop scientists, Agronomists specialize in producing and improving food crops through conducting experiments and developing methods of production.*

### **JOB CHARACTERISTICS:**

- Determines the technological processes for sowing crops and growing of seedlings of vegetables, fruits, vines etc...
- Determine ways of cultivating crops on different plots of land, taking into consideration the condition of the soil.
- Making decisions about plowing, sowing and plant protection.
- Select and procure seeds, fertilizers and other materials needed for plant growth.
- Schedule the plowing and sowing.
- Draw up production plans according to consumer needs.
- Manage the exploitation of land resources.
- Prepare laboratory tests for agricultural land and organizing the ground.
- Ensure the coordination with the production of animals.
- Develop plans for irrigation, draining and soil enrichment.

### **REQUIREMENTS**

### **Secondary Education**

UNAM requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 25 points in five subjects which includes Biology and Mathematics with C-symbols and no lower symbols than D in Physical Science or Chemistry.

NUST requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 25 points in five points on their evaluation scales with no less than E-symbols in Mathematics and Biology or Science related subjects.

Compulsory Subjects: Mathematics, Biology and Physical Science or Chemistry

Recommended Subjects: Agriculture

### **Tertiary Education**

UNAM offers a four year B. Sc. Agriculture: Crop Science (Honours).

A three year Bachelor of Agriculture (Honours) is also offered at NUST.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL QUALITIES**

A prospective candidate must have good knowledge of operational systems, communication skills, good operational monitoring skills, must learn continually and apply critical thinking abilities.

## **WORK OPPORTUNITIES**

Agronomists are employed in the public service and on agricultural farms. They can also be teachers, agricultural business consultants, researchers and work in agricultural laboratories.

## ***ANIMAL HEALTH INSPECTOR/TECHNICIAN***

*An Animal Health Inspector/Technician's duties include giving animal health care and extension services in animal health, animal disease surveillance and animal movement control.*

## **JOB CHARACTERISTICS**

- Giving animal health care and extension services.
- Providing support to the Veterinarian.
- Monitoring and surveillance of animal disease through on farm inspection and stock inspection control.
- Controlling residue, animal feeds for ruminants, proteins control and other control Functions.
- Controlling of animal movement in accordance with set requirements and standards.
- Maintaining various registers and control thereof both in the field and in the Veterinarian's office.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires 22 points in five subjects with a D symbol in English at NSSC O-Level (English as a Second Language) and Mathematics with a D symbol.

Compulsory subjects: Mathematics, Physics and Biology.

### **Tertiary Education**

A three year Dip. in Agriculture can be taken at the UNAM (Neudamm and Ogongo campuses) or any of several agricultural colleges in the SADC region and beyond.

UNAM Katima Mulilo campus also offers a three-year Higher Dip. in Animal Health (HDAH) whereby in the final year, students can elect either the Veterinary Health Technician or Veterinary Laboratory Technician option.

Explore the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

After a successful audit and accreditation from the Namibian Veterinary Council, diploma students are registered as Veterinary Para-professionals, which will allow them to legally practice their profession in Namibia.

## **PERSONAL REQUIREMENTS**

An Animal Health Technician should be someone who is vigilant, hardworking, accurate and scientifically inclined.

## **WORK OPPORTUNITIES**

After registration, diploma graduates can be employed as Livestock Managers and Animal Health Technicians in veterinary public health, academia or become entrepreneurs in their own right in the livestock and pharmaceutical industries among others.

## ***AQUACULTURIST (SCIENTIST / TECHNICIAN )***

*An Aquaculturist breeds fish to produce fingerlings (baby fish), to grow them to market size and to successfully distribute the fish to the market (consumer) through a packaging / transportation / distribution / cooling chain.*



## **JOB CHARACTERISTICS**

- Work in a water environment on fish farms, sometimes in remote areas providing support and extension services to fish farmers

- Handle fish, collect broodstock and stock ponds; sort and grade fish and manage the pond on a day to day basis
- Be up to date with fish farm nursery and hatchery management techniques and practices
- Pond water quality management and record keeping
- For new ponds, calculate volumes and conversions and apply statistics to research project designs
- Understand the natural environment, enjoy community liaison and enjoy working in the field
- Possess a working knowledge of environmental chemistry
- Identify fish diseases & treat them accordingly
- Practice safety, maintain equipment and conduct proper sampling protocols in the field
- Understand basic fish biology and practice efficient and effective feed management skills
- Practice animal husbandry skills and possess working knowledge of the anatomy and physiology of aquatic animals
- Must possess a working knowledge of aquatic pathology, ecology and basic genetics
- Maintain aeration equipment, maintain filters, work with systems, piping, instruments, engines, pumps, and mend and repair nets
- Provide extension services to farmers such as on the job training, skills transfer, training in basic aquaculture management practices (feeding, harvesting, pond management etc)
- (Scientists) report writing, mapping of fish farms and farming areas, communicate with management on programme activities; design research projects and experiments and carry them out
- Understand post harvest techniques such as the fish packaging, transportation, distribution and marketing chain



## **REQUIREMENTS**

### **Secondary Education**

#### **Scientist:**

UNAM requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 25 points in five subjects which includes Biology and Mathematics with C-symbols and no lower symbols than D in Physical Science or Chemistry.

NUST requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 25 points in five points on their evaluation scales with no less than E-symbols in Mathematics and Biology or Science related subjects.

Compulsory subjects: Mathematics and Biology

Recommended subjects: Physical Science or Chemistry

#### **Technician:**

UNAM requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 22 points in five

subjects which includes Biology and Mathematics with C-symbols and no lower symbols than D in Physical Science or Chemistry.

NUST requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 25 points in five points on their evaluation scales with Biology or Biology related subjects and at least a D-symbol in English or E-symbol in English, with a 4 in Mathematics, Agriculture and Biology or related science subjects at NSSC(H) grade. Medical fitness is also required.

Compulsory subjects: Mathematics, Biology, Physical Sciences and Agriculture.

### **Tertiary Education**

UNAM offers a four-year B. Sc. Fisheries and Aquatic Sciences (Honours).

Persons in possession of an appropriate 4- year B. Sc. or B. Sc. Hons. degree (or an equivalent qualification) in one or more of the following directions: Marine or Fisheries Science, Zoology, Physics, Mathematics, Applied Mathematics, Statistics, Oceanography, Botany or a sound knowledge of physical or chemical oceanographic can also work in the field of a career in Aquaculture.

Technician – UNAM offers a three year Diploma in Natural Resource Management and a three year Diploma in Agriculture.

NUST offers a Diploma in Agricultural Management and Bachelor of Natural Resource Management in Nature Conservation.

## **PERSONAL REQUIREMENTS**

An Aquaculturist must be willing to work for prolonged periods in the field, in an environment that involved dealing with fish and aquatic organisms in a water medium. The person must also be willing to undertake research activities and experiments.

## **WORK OPPORTUNITIES**

Aquaculturists work for public institutions, NGO's, Research Institutions, Institutions of Higher Learning, Regional and International Fisheries & Aquaculture Organisations (e.g. SADC, NEPAD, FAO), and those who specialize are able to work as consultants.

### ***FARM FOREMAN/ MANAGER***

*A Farm Foreman/Manager's responsibility is to tend to crops and animals, plan strategies for maximum yield, farm administration, organize associated businesses, marketing and selling of produce/animals. Farm manager manages staff and to maintain and manage the farm in such a way as to ensure profitable production.*

## **JOB CHARACTERISTICS**

- Planning and supervising all activities on the farm.
- Maintain control over farm assets and arrange for the maintenance and repair of farm buildings, machinery and equipment.
- Ensure compliance with government regulations, health and safety standards.
- Practical work and giving guidance and advice to the farm workers.
- Supervising the fertilization programme and preparation of the farmlands before the crops are planted.
- Seeing to it that the desired quantities of fertilizer and weed killer are administered.
- Ensuring that tasks, such as processing, sorting and packing of products are performed correctly.
- Supervising the care of animals and the control of illnesses.
- Maintaining vehicles such as tractors and other farming equipment.
- Ensuring that farm workers know how to use these vehicles.

## **REQUIREMENTS**

### **Secondary Education**

No formal educational qualification is required, however a grade 10 or grade 12 is recommended.

### **Tertiary Education**

A one year Certificate in Animal Husbandry is offered at the Tsumis Agricultural Training Centre.

A candidate can also undergo in-service training under the supervision of a senior farm foreman and/or farm owners or have gained several years of experience.

Explore the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate must have good leadership qualities, have strong farm business management and administration skills, be able to maintain interpersonal relationships, have a strong sense of responsibility and be able to work independently.

## **WORK OPPORTUNITIES**

Farm foremen/managers are usually employed by farm owners.

### ***FARM WORKER***

*A Farm Worker helps with farm work by performing a variety of farming tasks. A Farm Worker works closely with and under the supervision of the Farmer/ Farm Foreman to ensure the maintenance and development of the farm. The work of the farm worker varies according to the type of farming engaged in, e.g. cattle, sheep, crop, or vegetable farming.*

## **JOB CHARACTERISTICS**

- Preparation of farmlands and the planting of crops; this includes ploughing, planting, cultivating, pruning, irrigating, fertilizing and controlling of plant diseases.
- Maintaining and handling of tractors, farming implements and other equipment, as well as producing and maintaining farm buildings and fences.
- Feeding, watering and cleaning animals and keeping their kraal clean.
- Assisting in the production of meat, dairy products and wool, as well as stud-farming and the dipping and marking of animals.

## **REQUIREMENTS**

### **Secondary Education**

No specific educational qualification is normally required. People with school qualifications will usually receive more responsibilities and can progress more easily to the position of farm foreman. More experienced

farm workers can assist the farm foreman in the training of new workers.

### **Tertiary Education**

This is not applicable since all training will be in the form of on the job training.

## **PERSONAL REQUIREMENTS**

A prospective Farm Worker should be interested in nature and in working with animals. He/she should have good interpersonal skills, practical ability, mechanical insight, the ability to work as a team and should generally be of good health.

## **WORK OPPORTUNITIES**

Farm Workers are usually employed on farms.

### ***FARMER***

*A Farmer produces crops, engages in dairy and livestock production.*

## **JOB CHARACTERISTICS**

### **A Crop Farmer**

- Prepares and fertilizes the soil.
- Purchases seeds, fertilizers and other supplies.
- Protects all crops against diseases and harvests the crops.
- Processes and markets the final product.
- Rents or invests in land and land improvements, buildings, working animals, equipment and machinery.

### **A Dairy and Livestock Farmer**

- Purchases animals, produces and purchases fodder and supplies.
- Rents or invests in grazing land, buildings, equipment and machinery.
- Takes care of animals.
- Follows the correct breeding, incubation and feeding programmes.
- Vaccinates animals against illnesses.
- Processes and markets products such as wool, meat and dairy products.
- Employs labourers to ensure maximum profitability.
- Makes sure that they adhere to legislation that regulates labour relations in the agricultural sector

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 22 points in five subjects which includes Biology and Mathematics with C-symbols and no lower symbols than D in Physical Science or Chemistry.

### **Tertiary Education**

Although no formal training is required to be a Farmer, it is becoming increasingly important for farmers to gain some theoretical and practical training, thus a grade 10 or 12 is recommended.

UNAM offers a three year Diploma Agriculture: Animal Science (Honours) and B.Sc. Agriculture: Crop Science (Honours).

Tsumis Agricultural Training Centre offer a one year Certificate in Animal Husbandry.

Also, investigate other TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Farmer should enjoy working outdoors, be physically fit and have good leadership qualities and interpersonal skills. He/she should have a strong sense of responsibility and be willing to persist in spite of difficulties, such as natural disasters.

## **WORK OPPORTUNITIES**

A Farmer can work on his/her own farm or he/she can manage a farm for another person or organisation.

## **FORESTER**

*Foresters are agricultural scientists who are responsible for the management of forests for economic,*

*recreational and conservation purposes.*

## **JOB CHARACTERISTICS**

- They develop forest management plans for public and privately owned forest lands.
- Establish short-and-long term plans for management of forest lands and resources.
- Determine how to conserve wildlife habitats, water quality and soil stability and how to best comply with environmental regulations.
- Devise plans for planting and growing new trees.
- Monitor plants for healthy growth and determine best time for harvesting.
- Choose and prepare sites for new trees using controlled burning, bulldozers or herbicides to clear weeds, brush and logging debris.
- Plan and supervise forestry projects such as determining the type of trees and number of trees to be planted.
- Manage tree nurseries and monitoring the growth of new seedlings.
- Supervise the activities of other forestry workers.
- Perform inspections of forests
- Plan and direct construction and maintenance of recreational facilities.
- Conduct public educational programs on forest care and conservation.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 25 points in five subjects which includes Biology and Mathematics C-symbols and no lower symbols than D in Physical Science or Chemistry.

NUST requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 25 points in five points on their evaluation scales with no less than E-symbols on NSSC(O) or 4 on NSSC(H) in Mathematics and Biology or Science related subjects.

Compulsory Subjects: Mathematics, Biology and Physical Science or Chemistry

Recommended Subjects: Agriculture

### **Tertiary Education**

UNAM offers a four year B Sc. Agriculture: Crop Science (Honours). NUST offers a 3 year Bachelor of Agriculture degree.

Also, investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate must love nature, be hard-working and passionate about environmental issues. Must be willing to give up city life. They must have interpersonal and leadership skills to supervise others.

## **WORK OPPORTUNITIES**

Foresters are employed with government and agricultural cooperatives and agencies as well as green schemes.

### ***FORESTRY TECHNICIAN***

*Forestry Technician assists the Forester by mostly doing hands-on work outdoors and in managing the use and maintenance of woodlands.*

## **JOB CHARACTERISTICS**

- Assist the Forester with their applied knowledge in technical areas such as in the use of equipment, instruments and tools.
- They carry out assessments, measurements, and record data and prepare written and verbal reports.
- Conduct inspections and prepare inventories.
- They prepare harvest for timber and forestation as well as site clean-ups.
- They fight forest fires (firefighting)
- Erosion control and stream management is done to improve the habitat.
- Also work together with engineers, biologists, geologists, contractors, land owners, farmers and



purchasers to implement projects for conserving renewable commodities and natural resources.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 22 points in five subjects with symbols not lower than D in English, Biology and Mathematics, and no lower than E-symbols in Physical Science or Chemistry.

NUST requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 25 points in five points on their evaluation scales with no less than E-symbols on NSSC(O)/(H) in Mathematics and Biology or Science related subjects.

Compulsory Subjects: English, Mathematics, Biology and Physical Science or Chemistry

Recommended Subjects: Agriculture

### **Tertiary Education**

UNAM offers a three year Diploma in Agriculture as well as a 3 year National Diploma in Natural Resources Management.

NUST offers a three year Bachelor of Agriculture.

Explore the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

Prospective candidates must be hard-working and be able to work independently as well as in groups. They must be willing to work outdoors, love nature and be passionate about conservation.

## **WORK OPPORTUNITIES**

Work prospects for Forest Technicians exist in the government, conservation parks, construction companies and cooperatives.

## ***VETERINARY HYGIENE INSPECTOR***

*A Veterinary Hygiene Inspector specialises in hygiene control and supervision of institutions which handle animals and animal products.*

## **JOB CHARACTERISTICS**

- Assisting the Veterinarian on supervisory level in controlling, evaluating and reporting functions.
- Training, evaluating and controlling subordinate staff.
- Evaluating, checking for correctness of records, procedures, claims of subordinate staff or the establishing and implementing corrective actions where required.

- Assisting in verifying compliance with hygiene and other import requirements by taking samples, evaluating findings, control labels/ stamps and keeping records as required.
- Assisting the Chief Veterinary Hygiene Inspector and the Veterinarian in writing reports e.g. personnel reports, monthly returns and deficiency reports.
- Reporting of abnormalities in meat and organs and the retention thereof for secondary inspection by the Veterinary Hygiene Inspector.
- The inspection of meat and the meat premises where it is processed in order to ensure that it is suitable for human consumption and that the disposal of rejected meat is handled in accordance with regulations and prescriptions.
- Assisting the veterinarian in budgetary and stock control measures.

## **REQUIREMENTS**

### **Secondary Education**

For studies at UNAM, candidates must have at least passed five subjects at NSSC O level and have obtained a minimum score of 25 points on UNAM's point evaluation scale with at least a C symbol in Biology and Mathematics and not less than a D symbol in Physical Science or Chemistry.

For Studies at the NUST possession of NSSC-O with a minimum of 25 points with a C symbol in Physical

Science, Mathematics and Biology and E-symbol in English is required.

Tertiary Education

UNAM is offering a related Dip. in Agriculture and B.Sc. Agriculture (Animal Science) which allows the candidate to work as a Veterinary Hygiene Inspector.

NUST is offering a related three year N.Dip.: or four year Professional Bachelor's degree in Environmental Health Science. Training for Veterinary Hygiene Inspectors is offered in Namibia at UNAM's Neudamm Agricultural College and other universities across the SADC region.

A national certificate in Meat technology or a national diploma in Environmental Health is required for Veterinary Hygiene Inspectors. A B. Tech Environmental Health/Meat Hygiene is strongly recommended. These courses can be found at various SADC institutions.

## **PERSONAL REQUIREMENTS**

A prospective Veterinary Hygiene Inspector should be meticulous, vigilant and willing to work hard.

## **WORK OPPORTUNITIES**

Veterinary Hygiene Inspectors can be employed by the Ministry of Agriculture, and Forestry; in private and commercial areas involved in food processing for both animal and human consumption.

## ***VETERINARY NURSE***

*A Veterinary Nurse works under the supervision of a veterinarian. He/she attends to animals and gives them medicine according to the Veterinarian's prescription. He/she also assists a Veterinarian during operations and takes various laboratory samples.*

## **JOB CHARACTERISTICS**

- Getting animals ready for examination or treatment and holding them during treatment, when necessary.
- Assisting in radiography and surgery.
- Obtaining information regarding the animal patients and their state of disease, and keeping a precise record thereof.
- Doing blood transfusions, putting on bandages and administering a mouth hygiene or physiotherapy.
- Caring for all animals, from the new-born to the old.
- Determining the diets for all healthy animals.
- Nursing and treating animals with contagious diseases, and taking the necessary precaution to prevent that diseases are not transmitted to other animals.
- Preparing animal patients for anaesthesia, administering the necessary medication and monitoring the patient while it is anaesthetised.

- Preparing and collecting different samples for the laboratory.
- Administering treatment as directed by the attending Veterinarian.

## **REQUIREMENTS**

### **Secondary Education**

Possession of a NSSC H Grade 12 or equivalent qualification, with matriculation exemption is required to be admitted to SADC tertiary institutions. Candidates are subjected to a selection procedure.

Compulsory subjects: Mathematics and Physical Science and/or Biology.

Recommended subject: Biology.

### **Tertiary Education**

UNAM offers a related Dip. in Agriculture and B.Sc. Agriculture (Animal Science).

The Dip. in Veterinary Nursing is offered at SADC tertiary institutions over a period of two years. Registration as a Veterinary Nurse in Namibia is not required but changes to the regulations may make registration with the Veterinary Council compulsory in due course.

## PERSONAL REQUIREMENTS

A prospective candidate must be accurate, practical, well-organised, observant and love animals.

## WORK OPPORTUNITIES

Private practitioners and the SPCA employ Veterinary Nurses. In Namibia, most opportunities are limited to private Veterinarians only.

### **VETERINARY SURGEON (VETERINARIAN)**

*A Veterinary surgeon diagnoses, prevents, treats and manages sickness or other medical conditions in animals by using surgery and/or medicine, etc. He/she inoculates animals against infectious diseases.*

*The Veterinary Surgeon is also a consultant to various animal and animal product-related enterprises (meat and milk hygiene, chicken/poultry farming, etc). The type of work performed by a Veterinarian depends in which area they specialise.*

## JOB CHARACTERISTICS

- Conducting research, improving or developing concepts, theories and operational methods.
- Doing research and developing products used in animal health care and registering these products.
- Prevent the occurrence and spreading of contagious and transmittable animal diseases.
- Advising animal owners on proper managements, feeding and breeding practices.
- Assisting in epidemiological, radiological and other surveillance of animal health.
- Diagnosing and preventing diseases of large and small stock, with the aim of improving the production and hygiene of meat, milk and other products.
- Playing an important role in the capturing, caring and rehabilitation of wild animals.
- Working with farm animals as well as pets.
- Areas of specialisation include horse rearing, poultry, dairy cattle pigs, wildlife and exotic birds.

## REQUIREMENTS

### **Secondary Education**

To study at UNAM for a Bachelor of Veterinary Medicine (BMV), possession of at least 30 points on the UNAM Evaluation Scale in your Grade 12 final exams in 5 subjects is required as well as students who obtained English, Mathematics, Physics/ Chemistry and Biology/ Life Science with a minimum B symbol or better at NSSC Ordinary Level, or a score of 3 or better at NSSC Higher Level, qualifies for the program.

Possession of a NSSC H Grade 12 or equivalent qualification, with matriculation exemption is required to be admitted to SADC tertiary institutions. Candidates are subjected to a selection process.

Compulsory subjects: Mathematics and Physical Science.

Recommended subject: Biology.

## **Tertiary Education**

UNAM offers a Bachelor of Veterinary Medicine (BVM) course at its Neudamm Campus. Candidates may also be admitted into the BVM program through the Mature-Age provision if they are at least 25-years old and have passed senior secondary school education. Mature-age students should also have proof of at least five years veterinary-related work experience. Furthermore, Mature-Age students should write and pass all papers of the prescribed Mature- Age Entry tests with a minimum of 60%.

The SADC tertiary institutions and other international universities offer a B. V.Sc. degree course.

To be allowed to work in Namibia as a Veterinary Surgeon, a candidate is required to register with the Veterinary Council/Veterinary Association of Namibia. A student, who obtained his/her degree outside

Namibia, must first write an examination with the Veterinary Council before he/she will be allowed to register and practise in Namibia.

## **PERSONAL REQUIREMENTS**

A prospective candidate must be intelligent, have good communication skills, and should love working with animals. He/she must also be practically-minded, observant, independent and physically able and dexterous.

## **WORK OPPORTUNITIES**

Veterinary Surgeons will be able to practice as veterinarians in a wide range of fields including veterinary clinics and hospitals, the public service and in the fields of veterinary and medical research, agriculture and wildlife management. They can also start their own practices.

## **VETERINARY TECHNOLOGIST**

*The main duties of a Veterinary Technologist cover diagnostic work, research and the preparation of veterinary biological products. A Veterinary Technologist's task is to help determine the cause (s) of sickness or death of animals by conducting tests. He/she performs duties under the supervision of a professional Scientist or Veterinary Surgeon.*

## **JOB CHARACTERISTICS**

- Executing laboratory procedures, handling and injecting animals to draw blood and to take other samples.
- Conducting problem-oriented research on the causes of animal diseases, methods of transmission, the specific effects on normal physiological processes and the most effective ways of preventing or combating disease in animals.
- Preparing biological products such as antigens (for diagnostic tests) and vaccines (for the prevention of diseases).

## **REQUIREMENTS**

### **Secondary Education**

For studies at UNAM, possession of a NSSC H Grade 12 or equivalent qualification with passes in at least five subjects as well as 25 points on the UNAM point evaluation scale, is required.

Possession of at least a NSSC-H Grade 12 or equivalent qualification, with matriculation exemption as well as Mathematics and Physical Science at NSSC-H level are required to be admitted to SADC Tertiary Institutions. Candidates are subjected to a selection procedure.

Compulsory subjects: Mathematics and Physical Science at NSSC O Level. Physical Science with at least a C symbol at NSSC O level (UNAM)

### **Tertiary Education**

UNAM offers a related four-year B. Sc. Degree in Chemistry, Biochemistry or Molecular Biology as major subjects as well as a B.Sc. Agriculture (Animal Science). This allows the candidate to work as a Veterinary Laboratory Technologist.

UNAM also offers a three-year Higher Diploma in Animal Health. In the final year, students can elect either the Veterinary Health Technician or Veterinary Laboratory Technician option. After a successful audit and accreditation from the Namibian Veterinary Council, diploma students are registered as Veterinary Para-professionals, which will allow them to legally practice their profession in Namibia.

Training for Veterinary Technology is offered at SADC tertiary institutions. Together with formal academic training there will be a one-year internship training period.

## **PERSONAL REQUIREMENTS**

A prospective candidate should be scientifically-minded, dexterous, observant and methodical, with a flair for laboratory work.

## **WORK OPPORTUNITIES**

After registration, diploma graduates can be employed as Livestock Managers and Laboratory Technicians, in veterinary public health, academia or become entrepreneurs in their own right in the livestock and pharmaceutical industries among others.

## **MINING CAREERS**

- Assayer and Sampler
- Mine Surveyor
- Miner
- Mining Ventilation Engineer/Technician



There are many categories of careers in mining ranging from Engineering: Metallurgy, Chemical, Mining, Mechanical, Electrical, Electronic and Instruments; Trades: Instrumentation Mechanician, Electrician, Fitter, Boilermaker, Rigger, Welder, Diesel Mechanic and Plumber; Operators: Driller, Blasters, Miner, Heavy Earth Moving Equipment Operators, Field or Lab Assistants and Labourers.

## **ASSAYER AND SAMPLER**

*An Assayer and Sampler obtains information on the ore by examining it on a regular basis and to take samples for laboratory analysis, sorts and grades various minerals according to quality, standards and specifications.*

## **JOB CHARACTERISTICS**

- Collects samples of coal or ore from various parts of mines to provide representative samples, making identification tags and placing samples in bags to forward to a laboratory.
- Determines by means of chemical processes or other experiments, the organic and inorganic compounds, intermediate products, process materials and final products of the raw materials.
- Selects, grades or classifies minerals by type, size, range and quality

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 25 points in five subjects.

NUST requires a NSSC (H) level grade 12 or an equivalent qualification with at least 37 points in five points on their evaluation scales with 3 symbols in Mathematics, Physical Science and English on the Engineering Evaluation Scale.

Compulsory Subjects: Mathematics and Physical Science

Recommended Subjects: Geography

### **Tertiary Education**

Unam offers four year B. Sc. Mining Engineering (Honours). A B. Sc. Physics, B.Sc. Chemistry and B.Sc. Mathematics are also offered at UNAM.

NUST offers a four year Bachelor of Mining and Process Engineer and a Bachelor of Mining.

Explore the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Assayer and Sampler must possess a medical certificate of fitness. She/he should be interested in geological matters, be precise and able to work systematically as well as maintain good interpersonal relations.

## **WORK OPPORTUNITIES**

A prospective Assayer and Sampler can be employed by different mining companies

### ***MINE SURVEYOR***

*A Mine Surveyor conducts research on both underground and surface mines and designs surveys to produce information for the purpose of planning and construction of mines.*

### **JOB CHARACTERISTICS**

- Preparing and updating all the surface and underground plans of a mine on a monthly basis.
- Using advanced surveying techniques and instruments to give directions in underground activities.
- Planning the directions and the extent of all underground workings.
- Measuring the quantity of work done by the mining contractors underground.

- Calculating the contractors' earnings.
- Taking regular samples of the reef exposed in the underground excavators.
- Determining which areas are profitable for mining.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 25 points in five subjects of which English must be a C-symbol; and Mathematics and Physical Science must be B and C-symbols; or 27 points with a D-symbol in English.

NUST requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 37 points in five points on their evaluation scales with no less than E-symbols on NSSC (O) or 4 on NSSC (H).

Compulsory subjects: Mathematics and Physical Science

### **Tertiary Education**

UNAM offers a four year Bachelor of Engineering: Mining and a Bachelor of Geomatics.

NUST offers a four year B.Sc. Geomatics.

Most mining companies in Namibia also offer in-service training.

Explore the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Mine Surveyor must work accurately at all times and must have good mathematical interest and ability.

## **WORK OPPORTUNITIES**

Mine Surveyors are employed by mining companies and mines. A mine surveyor may go into private business and work on a contract basis.

### **MINER**

*There are underground and surface miners. They both extract solid minerals in specific areas. Miners are trained people who manage the labour force allocated to them.*

## **JOB CHARACTERISTICS**

- Extracting coal, ore, gold, silver and other solid minerals from either opencast or underground mines.
- Setting and operating machines which cut channels or drill blasting holes or remove dislodged stones.
- Observing and ensuring safety procedures and regulations.
- Cutting, fitting and installing wood or steel props in underground workings.
- Removing wood and steel supports from unused workings in mines.

## **REQUIREMENTS**

## **Secondary Education**

UNAM requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 25 points in five subjects.

NUST requires a NSSC (H) level grade 12 or an equivalent qualification with at least 37 points in five points on their evaluation scales with 3 symbols in Mathematics, Physical Science and English on the Engineering Evaluation Scale.

Compulsory Subjects: Mathematics and Physical Science

Recommended Subjects: Geography

## **Tertiary Education**

Unam offers four year B. Sc. Mining Engineering (Honours). A B. Sc. Physics, B.Sc. Chemistry and B.Sc. Mathematics are also offered at UNAM.

NUST offers a four year Bachelor of Mining and Process Engineer and a Bachelor of Mining.

Further explore the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

Intensive practical training, in all aspects of rock breaking and people management, is also offered by different mining companies. Training duration is 12 months, after which a Permanent Blasting Certificate can be obtained.

## **PERSONAL REQUIREMENTS**

A prospective Miner should be physically fit and must be a good communicator. She/he should have leadership abilities and be a good organiser. Vigilance and alertness would be an advantage.

## **WORK OPPORTUNITIES**

Miners are employed by mining companies or industries.

## ***MINE VENTILATION ENGINEER/TECHNICIAN***

*Mine Ventilation Engineer/Technicians are responsible for designing and managing works in the mine to reduce dust and gases and to regulate air flows in the underground and open mine.*

## **JOB CHARACTERISTICS**

- Eliminate all ventilation safety and health risks.
- Manages and controls work to provide for fire and blast prevention.
- They also function as occupational hygiene officers.
- Ensure that legal requirements, group standards and policies are adhered to in order to achieve legal compliance to ventilation and occupational hygiene.
- Design implement and manage total effective and occupational hygiene strategies and systems
- Manage risk assessment and auditing processes
- Supply fresh air at tolerable heat and humidity levels and remove toxic gasses from the mine atmosphere.
- Study air quality and inspect all air ducts and fans to make sure the circulation is clean.
- Apply control techniques like dust control, explosion proof sealer and gas drainage systems.
- Advice and counsel mine workers on how to deal with heat stress, fatigue, cramps and other hygiene issues related to heat and dust such as rashes.
- Educate miners on ways to avoid getting common illnesses such as lung diseases.
- Perform atmospheric tests and monitor the air flow, oxygen content, flammability rates and toxic contaminants in the air.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 25 points in five subjects of which English must be a C-symbol; and Mathematics and Physical Science must be B and C-symbols; or 27 points with a D-symbol in English.

NUST requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 37 points in five points on their evaluation scales with no less than E-symbols on NSSC (O) or 4 on NSSC (H).

Compulsory subjects: Mathematics and Physical

### **Science Tertiary Education**

Unam offers a B. Sc in Mining Engineering (Honours). The NUST offers a four year Bachelor of Mining degree.

Explore the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

A Diploma in Mining Ventilation can be followed at certain Universities in the SADC.

## **PERSONAL REQUIREMENTS**

A prospective candidate must demonstrate curiosity and interest in the mining industry. They must engage people and deliver plans and build support structures. They must be aware of self and their impact on others. It is also very important to have high personal performance standards.

## **WORK OPPORTUNITIES**

Mining Ventilation Engineers/Technicians are employed in open and underground mines.

## **MARITIME AND FISHERIES SECTOR (Careers at Sea)**

The Namiban Shipping Industry offers young school leavers the opportunity of a lifestyle packed with exciting

career prospects. Ships are the “Universities of the Sea”, which together with the Namibian Maritime and Fisheries Institute and industry training schemes will enable trainees to fulfil their maritime potential.

Deck Officer

Marine Engineer (Engineering Officers)

Divers

Marine Production Driller

Control and Instrumentation Technician

Marine Pilot

Marine Engineer

Ship Cargo Planner

Tug Master

Vessel Traffic Controller/Operator

Fisheries Biologist

Fisheries Research Technician

Fisheries Inspector

## **DECK OFFICER**

*As a deck officer you'll be a vital member of the ship's management team, and with the prospect of sophisticated and expensive vessels, valuable cargo or passengers in your charge, it's a big responsibility. While on watch, it will be down to you to make decisions on steering and manoeuvring the ship, controlling navigation and communications.*

### **Job Characteristics**

- Steering and manoeuvring the ship
- Control all navigational and communications equipment on board a ship
- Handles the ship's cargo and is responsible for the ship's stability
- Manages, supervises and direct all the work of the crew and is responsible for the safety of the crew, the cargo and ship as a whole.
- Using the latest technological systems, in port you'll be responsible for cargo handling and ship stability.
- As a senior deck officer, you'll be a leading member of a small team of skilled, professional seafarers.
- You'll direct and supervise the work of your team
- Maintaining the ship and its equipment at optimum efficiency.

## **REQUIREMENTS**

### **Secondary Education**

An NSSC (H/O) Grade 12 with passes in Mathematics, Physical Science and Mathematics or equivalent qualification. Possession of at least a Grade 10 certificate together with relevant sea experience or equivalent maritime qualification is required to be considered for mature age entry. Traineeship with any fishing or merchant company is an advantage.

Those meeting the above requirements will be subjected to an entrance test at the

### **NAMFI. Tertiary Education**

A certificate in Deck Officer Class 6/5/4 in merchant or fishing issued by NAMFI together with practical training on board a ship recorded in a training record book and the required sea time as per Department of Maritime Affairs requirements in accordance with the Namibian Merchant Shipping Act will lead to a certificate of competency offered by the DMA.

### **Personal attributes**

A prospective deck officer should be physically fit, must not be colour blind, should pose an adventurous lifestyle and must be willing to see the world. Being a strong leader with good people's skills and qualities and a good command of English will be an advantage.

### **Work Opportunities**

Deck officers are employed by The Ministry of Fisheries and Marine Resources on their Patrol and Research Vessels, they also get employment with NAMPORT, the Namibian NAVY, the fishing industry, DeBeers Marine and as well as various land based companies in positions like shore skippers and the likes.



## **MARINE ENGINEERS (Engineer Officer)**

*An engineer officer operates and maintains all the mechanical and electrical equipment throughout the ship. An Engineer officer is also responsible for power generation and distribution systems and for other equipment such as lifts, refrigeration plant and pumping and ventilation systems.*

### **JOB CHARACTERISTICS**

- Monitors the efficient operation of the main engine plant and auxiliary machinery.
- Monitor mechanical, electrical, hydraulic and control equipment.
- Overhaul and maintains generators and other auxiliary equipment.
- Supervises any repairs which are done and ensures that the various surveys to important machinery are done at the required intervals.
- Ensures safety and cleanliness in the engine room.
- Orders stock and equipment.
- Orders any spares that may be required for generators or other parts of the main and auxiliary machinery.
- Via a bank of high-tech instrumentation, you'll monitor mechanical, electrical, hydraulic and control equipment, and have charge of computer-controlled engine management systems.
- Overhaul and maintain equipment throughout the ship, where your engineering problem-solving skills will be your greatest asset.
- At sea, if equipment goes wrong you can't just pull in to the nearest garage! It will be up to you to diagnose the fault, get the equipment dismantled, repaired and reassembled and back into operation.
- As a senior engineer officer, you'll lead a team of professional engineering personnel and supervise their work at sea and in port.
- In some ships electro-technical or systems engineering officers maintain and repair the ship's electrical, electronic, navigation and communication/ computer systems.

### **REQUIREMENTS**

#### **Secondary Education**

Candidates who wish to become marine engineer officers must have a Grade 12 certificate with a pass symbol in Mathematics, English and Science.

#### **Tertiary Education**

Training is offered by the Namibian Maritime and Fisheries Institute (NAMFI).

### **PERSONAL REQUIREMENTS**

Prospective officers and petty officers should comply with the requirements of eyesight, colour vision, hearing and satisfy all requirements of medical fitness. A practical inclination and sense of responsibility is important at all levels. At higher levels leadership qualities become imperative.

### **WORK OPPORTUNITIES**

Opportunities exist in the fisheries, transportation, offshore mining industry, as well as port authorities.

## **DIVERS**

*A diver works underwater in a suit adapted to underwater diving with an air-supply hose. He/she can do anything from the construction, repair and maintenance of ships, harbours, etc. to the recovery of bodies or weapons.*

## **JOB CHARACTERISTICS**

### **A Commercial/Industrial diver**

- Explores raw materials and food sources at the bottom of the sea.
- Develops methods to prevent water pollution.
- Constructs, maintains and repairs pipelines, ships, harbours, dams and other underwater equipment.
- Welds, drills and monitors machines.
- Surveys and salvages ships.
- Works with explosives.

## **A Diver for scientific purposes**

- Examines rock-reef formations in order to determine how old they are.
- Removes valuable sunken goods of historical importance.
- Classifies minerals on the surface of the sea.
- Does research on plants, seaweed, fish and other marine animals for biological and other purposes.

## **A Military diver**

- Helps governments with general maintenance and repairs.
- Acts as back-up crews during disasters and salvage operations on sea.
- Recovers bodies or weapons from dams, and rivers.

## **REQUIREMENTS**

### **Secondary Education**

Possession of an NSSC-H Grade 12 or equivalent qualification is required to be accepted by diving schools in South Africa. Candidates have to undergo a strict medical examination.

Compulsory subjects: Mathematics, Science

Recommended subjects: Biology and Technical subjects.

### **Tertiary Education**

Divers undergo basic training at diving schools that are registered with the Department of Labour (South

Africa) or at the South African Navy. They have to pass a practical, theoretical and legal examination in order to register as divers. Namibia also sends suitable candidates to South Africa for the five to six week training course.

## **PERSONAL REQUIREMENTS**

A prospective candidate must be physically fit and a good swimmer. He/she should also not have any sight, speech, or hearing problems, any previous heart, lung, ear or brain problems and should not be suffering from claustrophobia.

## **WORK OPPORTUNITIES**

Divers are employed by NAMDEB, Namport, diving contractors and the police.

## **MARINE PRODUCTION DRILLER**

*Is in charge of all drilling related activities to ensure the efficient, safe and most economical operation of such activities. He or she does this through monitoring, implementing and auditing the drilling process.*

## **JOB CHARACTERISTICS:**

- Optimises the movement of the vessel and drilling, ensuring maximum production by monitoring weather, overburden volumes and heavy conditions related to movement and drill time.
- Monitors the progress of ore extraction and adjust the drilling parameters to suit sea-bed condition by controlling all parameters rotation spreads, compressed air and compensation cushion flow.
- Carries drilling in the quickest, safest and most economical way possible by modifying drill bit operating parameters.
- Ensures effective tripping and running of the drill string by calculating string lengths and optimal discharge heads. Record drill pipe hours to ensure maximum life.
- Control and follows up on all drill floor planned maintenance through regular audit.
- Updates the planned maintenance control systems required through regular audits.

## **REQUIREMENTS**

### **Secondary Education**

It is recommended for prospective candidates to have NSSC Grade 12 with a pass in English, Mathematics and Science or an equivalent qualification.

### **Tertiary Education**

Training is usually done on the job. No tertiary education is required however if possessed it will be an advantage.

Further, explore the TVET route by consulting NTA and NQA accredited courses and institutions (see back

of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate must have good communication skills, share information readily when appropriate and maintain high ethical standards both personally and professionally.

## **WORK OPPORTUNITIES**

Employment opportunity exists within DEBMARINE and Offshore drilling Companies as a Marine Production Driller.

## **CONTROL AND INSTRUMENTATION TECHNICIAN**

*Control and Instrumentation technician is responsible for the installation, commissioning and maintenance of all technical systems.*

## **JOB CHARACTERISTICS:**

- Manages and ensures the technical availability on- board the vessel to achieve optimal efficiency on the following defined equipment and systems: (control and instrumentation; communication and navigation; security, IT and entertainment systems; marine and engineering systems; sub- sea systems; recovery systems and engineering) by:
- Analysing the equipment according to the agreed standards and diagnosing fault and anomalies using
- specialized knowledge and skills to determine the nature of the problem
- Installing, commissioning and calibrating all equipment to comply with agreed standards
- Maintaining all required documentation, e.g. circuit diagrams, sequence tables, logic diagrams, making use of **the** appropriate software
- Implement new knowledge/ information by keeping abreast of developments in the engineering field.

## **REQUIREMENTS:**

### **Secondary Education**

NUST requires a NSSC (O) or (H) Level grade 12 with at least 37 points in five subjects with at least 3-grade in Mathematic and Physical Science.

NIMT requires at least a NSSC(O) level grade 12 with passes in Mathematics and Physical Science.

### **Tertiary Education**

NUST offers a four and a half (4.5) years' B.Eng. Electrical Power and Electronics as well as a four year B.

Tech. Electronic Engineering.

## **NIMT offers an Instrumentation Certificate.**

Explore the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate must have analytical ability, sound/good judgment and cooperate with colleagues to facilitate the achievement of the company objectives.

## **MARINE PILOT**

*A Marine Pilot steers incoming and outgoing ships at a harbour, ensuring ship safety at the harbour.*

## **JOB CHARACTERISTICS**

- Ensure safe navigation of ships in harbor waters.
- Board ships entering and exiting the harbor and navigates those safely in and out avoiding submerged rocks and other hazards.

## **REQUIREMENTS**

### **Secondary Education:**

NUST requires a NSSC (O) or (H) level grade 12 with 37 points in five subjects including Mathematics,

Physical Science and English.

UNAM requires a NSSC (O) or (H) level grade 12 with at least 25 points in five subjects with Mathematics B-symbol and Physical Science C-symbol or Mathematics C-symbol and Physical Science B-symbol and at least a C symbol in English or 27 points if D-symbol in English.

### **Compulsory subjects: Mathematics and Physical**

#### **Science Tertiary Education:**

NUST offers a four year B.Eng: Mechanical Engineering and B.Tech: Mechanical Engineering; as well as a B.Eng: Industrial Engineering.

UNAM offers a four year Bachelor of Science Industrial Engineering (Honours).

Qualifications can also be obtained at Universities in the SADC.

Explore the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

### **PERSONAL REQUIREMENTS:**

Prospective candidate must be physically fit and mentally agile as this is a physically demanding role where they have to board moving vessels in sometimes rough seas.

### **WORK OPPORTUNITIES:**

Work opportunities exist at harbours such as NAMPORT and fishing companies.

### **MARINE ENGINEER**

*A Marine Engineer designs, develops, produces and maintains equipment used at sea and on board sea vessels.* **JOB CHARACTERISTICS**

- Responsible for the operation, maintenance and repair of all major mechanical and engineered equipment on board a ship or at the harbour.

### **REQUIREMENTS:**

#### **Secondary Education:**

NUST requires a NSSC (O) or (H) level grade 12 with 37 points in five subjects including Mathematics, Physical Science and English.

UNAM requires a NSSC (O) or (H) level grade 12 with at least 25 points in five subjects with Mathematics B-symbol and Physical Science C-symbol or Mathematics C-symbol and Physical Science B-symbol and at least a C symbol in English or 27 points if D-symbol in English.

Compulsory subjects: Mathematics and Physical Science

#### **Tertiary Education:**

NUST offers a four year B.Tech: Mechanical Engineering and Bachelor of Industrial Engineering.

UNAM offers a four year Bachelor of Science Industrial Engineering (Honours) and Bachelor of Science: Mechanical Engineering. Qualifications can also be obtained at various Universities in the SADC.

Explore the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

Prospective candidate must have analytical and problem solving skills. He/she must be able to apply mathematical, mechanical and creative skills at work. Leadership and interpersonal skills are also important.

## **WORK OPPORTUNITIES**

Marine Engineers are employed in harbours, fishing vessels and marine drilling companies.

## **SHIP CARGO PLANNER**

*A Ship Cargo Planner plans and oversees the loading, unloading and stowage of cargo.*



## **JOB CHARACTERISTICS**

- Responsible for controlling and planning the complete terminal operational processes.
- Oversee the loading and discharging of cargo
- Supplementing cargo that is already loaded.
- Assure maximum usage of cargo space and of the cargo movement.
- Must inspect cargo and certify it correct and prepares the bill for the stowing company.

## **REQUIREMENTS:**

### **Secondary Education**

NUST requires a NSSC (O) or (H) level grade 12 with 25 points in five subjects including English, Accounting and Mathematics.

### **Tertiary Education**

A three year Bachelor of Logistics and Supply Chain Management is offered at the NUST.

## **PERSONAL CHARACTERISTICS**

A prospective candidate must have a good sense of business. He/She must be meticulous and vigilant. Leaderships and interpersonal skills will be an advantage.

## **WORK OPPORTUNITIES**

Employment opportunities exist for Ship Cargo Planners exists at harbours such as NAMPORT.

## **TUG MASTER**

*Tug Masters commands powerful boats used to assist ship movements in ports and harbours.* **JOB CHARACTERISTICS**

- They assist in the berthing and unberthing of ships.
- To guide ships through rough or difficult waterways.
- They work closely with port authorities, masters and pilots and heads out to meet the ships to attach a line before skilfully guiding it to its berth.

## **REQUIREMENTS**

### **Secondary Education**

A NSSC (O) or (H) level grade 12 is required for studies at Universities in the SADC.

## **Tertiary Education**

A three year National Diploma in Marine Science and a four year Bachelor of Marine Science can be followed at various Universities in the SADC

## **PERSONAL REQUIREMENTS**

A Tug Master must have detailed knowledge of the waters that he/she works in, in order to avoid accidents. He/she must be willing to work in all kinds of weather and for extended hours.

## **WORK OPPORTUNITIES**

Prospective candidate are employed at ports and harbours.

## **VESSEL TRAFFIC CONTROLLER / OPERATOR**

*A vessel Traffic Controller / Operator is responsible for the coordination of ships within the port or harbour. They work to avoid collisions or accidents by managing movements from a port control center.*

## **JOB CHARACTERISTICS**

- Answer a high volume of calls from both VHF and telephone lines.
- Log information received where required and keeping detailed records.
- Communicate and liaise verbally with the shipping/customer/visitor or enquirers and relevant staff.
- Interpret and responding effectively to spoken requests over the telephone or VHF or in person.
- To attend to incidents or emergency situations within the harbour estate.

## **REQUIREMENTS**

### **Secondary Education**

Grade 12 and Class 6 Certificate or related traffic control experience is required. Candidate must hold a valid Driver's Licence.

### **Tertiary Education**

Vessel Traffic Control training can be obtained through Namibia Maritime and Fisheries Institute (NAMFI) and the South Africa Maritime and Safety Authority (SAMSA).

Explore the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

Prospective candidate must maintain consistent and professional attendance, punctuality and personal appearance. The person must adhere to relevant Health, Safety and Environmental Procedures and be willing to attend continuous professional development training.

## **WORK OPPORTUNITIES**

Vessel Traffic Controllers are employed at ports or harbours.

## **FISHERIES BIOLOGIST**

*Fisheries Biologists are scientists who are responsible for managing living marine and fresh water resources in a sustainable way.*

## **JOB CHARACTERISTICS**

- Responsible for the collection, analysis and writing up of scientific data.
- They study fish behaviour and their habitats.
- They control fish populations, i.e. increasing endangered species and decreasing overpopulated species.
- Conducting research in order to provide fisheries management with the best available scientific information to manage the marine and fresh water resources.
- Some study how fish respond to disease in order to find cures for humans.
- Approve or disapprove fishing permits

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires NSSC (O) or (H) level grade 12 with 25 points in five subjects with a C – symbol in Mathematics and Biology and a D-symbol in Physical Science or Chemistry.

Compulsory subjects: Mathematics and Biology

### **Tertiary Education**

UNAM offers a four-year B. Sc: Fisheries and Aquatic Sciences.

Persons in possession of an appropriate 4- year B. Sc. or B. Sc. Hons. degree (or an equivalent qualification) in one or more of the following directions: Marine or Fisheries Science, Zoology, Physics, Mathematics, Applied Mathematics, Statistics, Oceanography, Botany or a sound knowledge of physical or chemical oceanographic can also work as a Marine Biology.

## **PERSONAL REQUIREMENTS**

A person working in this field must be interested in biology and must like spending time outdoors. Such a person must also have an inquisitive and analytical mind. Good observation and researching skills along with

excellent interpersonal communication skills are also equally. Must be able to work independently and also in a team environment.

## **FISHERIES RESEARCH TECHNICIAN**

*Fisheries Research Technicians are responsible for the technical aspects of data collection and processing necessary for scientist to do their research and data analysis.*

## **JOB CHARACTERISTICS**

- Responsible for the equipment maintenance and care.
- Carry out technical aspects of fishery research such as the propagation, rearing and distribution of fish.
- They scientifically monitor the fish and do the sampling of the fish populations.
- They collect data on water quality, habitat and angler utilisation.
- Perform additional duties as assigned to them.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 22 points in five subjects with symbols not lower than D in English, Biology and Mathematics, and no lower than E-symbols in Physical Science or Chemistry.

NUST requires a NSSC (O) or (H) level grade 12 or an equivalent qualification with at least 25 points in five points on their evaluation scales with no less than E-symbols on NSSC(O)/(H) in Mathematics and Biology or Science related subjects.

Compulsory Subjects: English, Mathematics, Biology and Physical Science or Chemistry

Recommended Subjects: Agriculture

### **Tertiary Education**

UNAM offers a three year Diploma in Natural Resource Management and a three year Diploma in Agriculture. NUST offers a Diploma in Agricultural Management and Bachelor of Natural Resource Management in Nature Conservation.

Explore the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

Must be knowledgeable about aquatic creatures and the principles of fish cultures and be able to work with tools.

Prospective candidate must also be able to meet deadlines, work independently and make timely decisions.

## **WORK OPPORTUNITIES**

Work opportunities to exist for Fisheries Research Technician in government, fishing companies, research and as lecturers.

## **FISHERIES INSPECTOR**

*Fisheries Inspector inspects catches at sea, inland water bodies and on land.*

### **JOB CHARACTERISTICS**

- They inspect nets and factories and fish shops and premises where fish, shellfish and/or bait are handled and /or processed.
- They patrol coastal lagoons and inland waters.
- They care for the conservation of net fishing, angling fish, shellfish, sea plant, arthropods, marine mammals and seabirds and bait.
- They assist with acquiring statistics and research project.
- Participates in roadblocks
- Keep registers, files and takes care of the filing of statistical forms.
- Enforces legislation and takes conservation measures at major fishing harbours.

### **REQUIREMENTS**

#### **Secondary Education**

Entry into this career requires at least a NSSC (O) grade 12. No subject requirements.

## **Tertiary Education**

A Fisheries Inspector Course (FIOC) is offered by Namibia Maritime and Fisheries Institute (NAMFI). Explore the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A Fisheries Inspector must be a person of integrity and must be hard-working. They must have supervisory skills and maintain a professional standard.

## **WORK OPPORTUNITIES**

Fisheries inspectors can be employed in the government, fishing companies and municipalities.

## **MANUFACTURING AND ELECTRICITY SECTOR**

- Assembly Line Worker
- Beer Brewing Industry, Careers in the...
- Leather and Patent-Leather Worker
- Linesman
- Machine Operator

## **ASSEMBLY LINE WORKER**

*An Assembly Line Worker performs only particular tasks or a number of predetermined activities in the assembling process.*

## **JOB CHARACTERISTICS**

- Assembling metal, rubber or plastic components or part of various types of products such as toys, bicycles, etc... using joining methods like welding, soldering, bolting, etc.
- Assembling components or parts from wood, textile, leather or paperboard, etc. by glueing joints, driving nails, stapling, etc.
- Assembling products whose components are made of different materials.

## **REQUIREMENTS**

### **Secondary Education**

No specific educational qualifications are necessary.

### **Tertiary Education**

No specific tertiary education is necessary. Training is done on the job under the supervision of experienced workers.

## **PERSONAL REQUIREMENTS**

A prospective Assembly Line Worker has to be physically fit as the job requires hours of continuous standing. He/she must also have good hand dexterity, eye-hand coordination and should be prepared to do repetitive work.

## **WORK OPPORTUNITIES**

Assembly Line Workers are employed by manufacturing industries and companies, or metal, motor and engineering factories.

### ***BEER BREWING INDUSTRY, CAREERS IN THE...***

*The beer brewing industry in Namibia includes two major sectors, namely the rural agricultural sector, where beer is made from sorghum, and the industrial sector manufacturing beer from malted barley, hops and purified water according to the purity law.*

### **Educational Requirements/Job Characteristics**

The beer brewing industry consists of different specialised functions. Occupations in the field of sales,



marketing, planning and human resources have been covered in other sections of this book. This part will entail careers that are specifically relevant for beer manufacturing.

### **Apprentice Brewer**

- A three year and six months intensive theoretical and practical programme at Namibia Breweries Ltd.
- Final examination/trade test has to be written in the Federal Republic of Germany.

### **Bottling/Machine Operator**

- Minimum Grade 12, or equivalent qualification.
- Operating and maintaining sophisticated machines unique to the bottling/packaging process (on-the-job training is provided).
- Ability to progress to a Level 1, Level 2 and Level 3 Operator by means of assessments

### **CSD/RTD Process Controller:**

- Minimum Grade 12 with at least 5 years' experience in a high speed CSD packaging environment
- Monitor the complete carbonated soft drink process i.e. checking the weight of raw materials, the mixing ratios etc. Shift Supervisor: Packaging:
- 2 year diploma in a technical field with at least 5 years' experience in a high speed packaging plant
- Responsible for running and monitoring the production schedule according to the production plan
- Lead, coach and develop bottling/machine operators

### **Brewing Process Controller:**

- Minimum Grade 12 with a minimum of 3-4 years' experience in a brewing environment
- Responsible for several processes i.e. preparation of rawmaterials and consumables
- Providing support to the Qualified Brewer

### ***Apprentice Brewer:***

- Minimum Grade 12 with an above average pass in Mathematics, English and Physical Science
- A three year intensive theoretical and practical program at Namibia Breweries Ltd
- Final examination to be written in Germany Brewer:
- A brewing diploma and completion of an apprenticeship in a brewery, including 3 years' experience as a Brewer
- Monitoring the specialized brewing process and providing support to the Senior Brewer

### ***Senior Brewer:***

- A brewing diploma and completion of an apprenticeship in a brewery, including 6 to 8 years' experience as a Brewer
- Supervising the entire specialized brewing process
- Mentoring apprentice brewers

### ***Master Brewer***

- Masters degree in Brewing (Purity Law).
- Managing the brewing department.
- Developing recipes and other beverage products.
- Analysing the brewing process.

### ***Quality Assurance***

- Five year degree in Science/Chemistry/Biology with five years relevant experience.
- Controlling the natural brewing process.
- Conducting research with regard to brewing processes.
- In charge of systems management of all quality assurance for the company according to production standards and International Standards Organisation 9002 (ISO 9002).

### ***Quality Control***

- Degree in Microbiology/Chemistry or Food Technology.
- Sampling and analyzing with the aim to detect non-conformities.
- Requiring immediate reaction regarding quality-related problems.

### ***Laboratory Technician:***

- National Diploma in Microbiology, Food Technology, Chemistry or similar with 2-3 years' experience in lab environment
- Performing quality control functions i.e. product sampling, analyzing and evaluating results

- Recording and reporting all results with regards to product testing.  
Artisan
- N3 in either Fitting and Turning, Electrical, Instrumentation or Millwright (Trade Certificate) with a minimum of 3 years' experience in a manufacturing plant
- Execute machine maintenance activities
- Provide maintenance support on machine breakdowns/repairs

### ***Technician***

- N6 or S3-S4 in either Mechanical, Instrumentation or Electrical, including 5 years' experience in a manufacturing plant (Trade Certificate)
- Execute machine maintenance activities
- Provide maintenance support to artisans on machine breakdowns/ repairs
- Coach artisans, operators and job attachments

### ***Administrator: Planning***

- Minimum Grade 12 with 2 years' experience in an administrative capacity
- Assist with maintenance planning and scheduling (update planning boards, reserve tools etc.)
- Arrange and follow-up on required resources (e.g. spares, tools and materials)
- Administration

### ***Maintenance Planner:***

- N6, S4 or Btech Mechanical or Electrical with 5 years' experience in a manufacturing plant
- Draft annual, monthly, weekly and daily maintenance plans and inform maintenance teams accordingly (Issue job cards)
- Arrange required resources (e.g. spares, tools and materials)

### ***Process Control Brewer***

- Unqualified brewer with at least two years brew house experience; assistant to a qualified brewer.
- Responsible for specific processes, i.e., filter fermentation, etc...

### **Training**

Explore other brewing companies like South African Breweries Limited (Castle), Camerthone Brewing Company and Beverage companies such as Coca-cola.

## **PERSONAL REQUIREMENTS**

Prospective brewery workers as described above must be prepared to work long hours and cope well under pressure. Experience in the fast moving consumable goods (FMCG) field of business is advantageous for any career in the brewery.

## **WORK OPPORTUNITY**

Careers in the brewing field can be pursued at Namibia Breweries Ltd and other smaller Brewers.

## **LEATHER AND PATENT-LEATHER WORKER**

*A Leather and Patent-Leather Worker prepares hides and skins of animals in order to produce leather products. Work areas can be differentiated as follows: tanning, the production of footwear, handbags, general leather goods, etc.*

### **JOB CHARACTERISTICS**

#### **Footwear**

- Cutting out or pressing leather and imitation leather for the uppers and lining of shoes.
- Trimming edges so that seams do not become too thick and heavy when stitched.
- Sewing the uppers and lining together.
- Matching soles and uppers in the correct sizes for the completion of shoes.
- Fitting uppers to soles and joining them by using machinery.
- Smoothing the rough edges and polishing the soles with black dye.

#### **General leather goods**

Cutting out sheets by using a variety of instruments such as knives and shears.

- Attaching linings, hinges for goods such as suitcases, briefcases, saddles, bridles, etc...
- Removing rough edges and unwanted spots or marks.

### ***Handbags***

- Cutting out the shape, the board for stiffening and the lining. Leather and imitation leather may be used.
- Stitching the materials together and inserting the frames to give the required shape.
- Inserting the lining, attaching locks or special clasps and removing loose ends and spots.

### ***Tanning***

- Preparing the hides of animals through chemical processing, i.e., treating them with chromium salt or vegetable products to de-hair and de-flesh hides and soaking the hides to remove salt.
- Splitting the hides into pieces of similar thickness.
- Spraying the hides with different colours.
- Buffing the leather to impart a smooth surface.
- Dispatching the hides to the processing plants.

## **REQUIREMENTS**

### **Secondary Education**

A minimum of Grade 8 is regarded as desirable, but not a prerequisite, in the case of unskilled workers. Literacy, however, is highly recommended.

### **Tertiary Education**

No formal training is provided. Employers usually provide in-service training to employees. The duration of training therefore also rests on the employer's discretion, but usually varies from two years for unskilled work and four years for skilled work. Explore NAKARA and other leather companies.

## **PERSONAL REQUIREMENTS**

A prospective candidate must have a certain degree of mechanical ability, steady hands and manual dexterity. He/she must be able to persevere, even if routine tasks become monotonous.

Explore the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **WORK OPPORTUNITIES**

Leather and Patent-Leather Workers are employed by the leather-processing industry and tanners.

## **LINESMAN (an Electrical Trade)**

*A Linesman constructs and maintains overhead power lines and their supports as well as the underground cables.*

## **JOB CHARACTERISTICS**

- Assisting during the erection of power lines and the laying of underground cables.
- Climbing poles and pylons and fixing insulators, lighting arresters and other equipment.
- Stringing cables between pylons, poles and buildings.
- Joining cables by splicing and soldering, repairing or replacing defective lines and auxiliary equipment.

## **REQUIREMENTS**

### **Secondary Education**

For NUST Grade 12 at NSSC-O level or equivalent qualification with 25 points on its evaluation scale.

At least a Grade 10, N1, or equivalent qualification, is required for appointment as learner linesman.

Compulsory Subject: Mathematics and Physical Science.

### **Tertiary Education\**

NUST offers a National Certificate in Power Engineering.

In-service training is provided and the basic general training lasts for six months, after which the candidate starts working as learner linesman. He/she undergoes further practical training and is eventually appointed as a linesman.

Explore the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate should have steady nerves and be in good physical condition for the strenuous work for climbing poles and lifting lines and equipment. She/he should not be colour-blind or have a fear of heights.

## **WORK OPPORTUNITIES**

Linesmen can be employed by electricity supply and distribution companies.

## **MACHINE/EQUIPMENT OPERATOR**

*Machine operator might work with computer-controlled equipment or more mechanically based machines to make sure they are set up properly, working well, and producing quality product. Machine operator, uses equipment to assist with manufacturing, packaging, and other steps along a production line. While the exact duties may vary from company to company.*

## **JOB CHARACTERISTICS**

- Operate specialty machinery to fabricate, manufacture, assemble, or move products.
- Maintain and monitor machine to make sure it functions properly.
- Inspecting parts to specifications and making adjustments, or tool changes as necessary to maintain quality specifications.
- Adjust machine as needed for changeovers, different functions, or other varying needs of production to complete tasks accurately, according to specifications and in a timely fashion.
- Reads and interprets blueprints and diagrams to select, position and secure machinery.

## **REQUIREMENTS**

### **Secondary Education**

No specific educational requirements are needed but possession of at least a Grade 10 certificate or 12 is however, required by most employers.

Recommended subjects: none.

### **Tertiary Education**

In-Service training is offered by different companies, and it normally takes 3-4 years of training. Explore the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Machine/Equipment Operator must be adept at figures/analytical, pay attention to Detail, able to work in a team and independently, physical stamina and strength, able to multitask, must have good hand dexterity and eye-hand co-ordination and concentration.

## **WORK OPPORTUNITIES**

Machine/Equipment Operators are employed by production industries Public Service, banks, municipalities, hospitals, etc...

## **SHOP/COUNTER ASSISTANT**

*A Shop/Counter Assistant helps clients in shops, supermarkets and other enterprises. He/she forms an important link between the business and its customers and is therefore, crucial for the maintenance of customer service.*

## **JOB CHARACTERISTICS**

- Ascertaining the nature and quality of the product desired by the customer.
- Quoting prices, credit terms and discount.



- ▶ Packing and arranging goods to be delivered.
- ▶ Writing bills, invoices, dockets or receipts.
- ▶ Moving goods to be sold from storage area to sale area and placing them on display.
- ▶ Introducing new products to prospective buyers.
- ▶ Reacting to frequent enquiries for articles not available in the store.

## **REQUIREMENTS**

### **Secondary Education**

Most employers require at least a NSSC Grade 12 or equivalent qualification.

Recommended subjects: Mathematics and Accounting

### **Tertiary Education**

Shop/Counter Assistants generally receive on-the-job training, whilst additional courses can be followed to a person's own advantage.

## **PERSONAL REQUIREMENTS**

A prospective Shop/Counter Assistant should be able to maintain good interpersonal skills, as manifested in sincerity and friendliness towards customers. Stamina and the ability to work under pressure are also important.

## **WORK OPPORTUNITIES**

Any shop or store that sells products directly to the public employs shop/counter assistants.

## **SOCIAL, PERSONNEL AND SUPPORT SERVICES**

- ▶ Cleaner/Room attendant/Institutional Worker
- ▶ Domestic Worker/Housekeeper
- ▶ Florist
- ▶ Funeral Director/Undertaker

- ▶ Gardener
- ▶ Labourer
- ▶ Hostel Officer
- ▶ Matron
- ▶ Petrol-Pump Attendant
- ▶ Porter
- ▶ Sales Representative
- ▶ Security Officer
- ▶ Tour Guide
- ▶ Travel Agent

## **CLEANER/ ROOM ATTENDANT/INSTITUTIONAL WORKER**

*A Cleaner maintains office buildings, hospitals, schools, hostels and high rise residential units in a clean and orderly condition. A cleaner also tidies the interiors and fixtures of vehicles such as aircraft, trains, buses and similar vehicles.*

## **JOB CHARACTERISTICS**

- ▶ Dusting and polishing furniture, sweeping and vacuum-cleaning floors and floor coverings, washing windows and other fixtures, making beds and changing linen.
- ▶ Washing and polishing floors, corridors and stairs, furniture and other fixtures in buildings, coaches, rains and aircraft.
- ▶ Removing rubbish and maintaining general cleanliness of furnishing and amenities being used by quest
- ▶ Ensures trolleys are clean and tidy at all times and all linen is changed as required.
- ▶ Any other work related duties assigned by the supervisor

## **REQUIREMENTS**

### **Secondary Education**

No specific educational qualifications are required for the job as a cleaner.



## **Tertiary Education**

Cleaners receive on-the-job training.

## **PERSONAL REQUIREMENTS**

A Cleaner should be tactful, patient, courteous, neat, reliable and trustworthy.

## **WORK OPPORTUNITIES**

Opportunities exist at various offices, businesses, schools, in the hospitality industry, apartment buildings, Public Service, and households.

## ***DOMESTIC WORKER/HOUSEKEEPER***

*A Domestic Worker sweeps, vacuum-cleans, washes and takes care of household linen, purchases supplies, prepares food, serves meals, takes care of children, takes care of sick or the elderly employer and performs other domestic duties.*

## **JOB CHARACTERISTIC**

- ▶ Dusting and polishing furniture, sweeping and vacuum-cleaning floors and other floor coverings, washing windows and other fixtures, and making beds and changing linen.
- ▶ Washing, ironing and mending linen and other textiles.
- ▶ Preparing meals, serving dishes and drinks, and washing dishes.
- ▶ Answering the telephone and doorbells, feeding pets, watering plants and flowers, and gardening.
- ▶ Taking care of children and/or the sick or elderly employers
- ▶ Duties may vary depending on the employer guided by the Standard contract of employment for domestic worker’.

## **REQUIREMENTS**

### **Secondary Education**

No specific educational requirements have to be fulfilled to be a domestic worker. Some form of education which allows for easy communication is however, recommended.

Recommended subject: Home Economics

### **Tertiary Education**

On-the-job training is provided.

Explore the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A Domestic Worker should be friendly, helpful, and able to work with children and be reliable. He/she should be physically fit, since the work can be very demanding.

## **WORK OPPORTUNITIES**

Work opportunities exist at various households and a good reliable Domestic Worker is always in demand.

### ***FLORIST***

*A Florist designs bouquets, shoulder-sprays, sheaves of flowers and also sells them to clients. She/he gives advice on how to care for plants and flowers and on the decoration of flowers and plants for a variety of gatherings and festivities.*



## **JOB CHARACTERISTICS**

- ▶ Taking orders for bouquets and plants over the counter or phone.
- ▶ Helping clients to make a choice between a variety of possibilities.
- ▶ Ordering the right amount and type of flowers from the floriculturist.
- ▶ Treating flowers to ensure maximum water absorbency.
- ▶ Seeing to it that bouquets are delivered on the right time at the right place.
- ▶ Seeing to it that the shop has sufficient stock like plants, oases, baskets, ornaments, cards, glass vases, etc.
- ▶ Handling all managing and administrative tasks, like bookkeeping, sending out accounts, writing in voices, etc.

## **REQUIREMENTS**

### **Secondary Education**

No specific educational qualifications are required.

### **Tertiary Education**

On the job training courses may be followed in Namibia.

## **PERSONAL REQUIREMENTS**

A prospective candidate must have a love for, and interest in flowers and plants. He/she should also be creative, have an artistic aptitude and a refined acumen for colour and business skills.

## **WORK OPPORTUNITIES**

Florists are employed by florist shops, they can start their own business, or they can work on a contract basis and do flowers for weddings, anniversaries, dinner parties, etc...

## ***FUNERAL DIRECTOR/UNDERTAKER***

*A funeral director/undertaker takes care of all the arrangements for a funeral on behalf of the deceased's family.*



## **JOB CHARACTERISTICS**

- Making arrangements for and conducting funerals, cremations and burials.
- Embalming corpses to retard or arrest the process of decay.
- Making sure that procedures that are prescribed by authorities are adhered to, such as obtaining a medical certificate, the registration of deaths and post-mortems, etc.
- Preparing the coffin and body for the funeral.
- Supporting the next of kin throughout and assisting them with decisions needed to be made for the funeral.
- Advertising his/her services in the industry and doing the necessary administration.
- Selling coffins, wreaths and funeral equipment.
- Transporting human remains throughout the country.

## **REQUIREMENTS**

### **Secondary Education**

A Grade 10 certificate or equivalent qualification or an NSSC – O Grade 12 or equivalent qualification, is needed to obtain a formal qualification in South Africa, although basic literacy is often sufficient. Recommended subjects: Religious studies and languages.

### **Tertiary Education**

No formal training is currently offered in Namibia but prospective funeral rectors/undertakers mostly receive in-service training.

Formal training can be obtained in other SADC Institutions. The candidate must also be in possession of a B/BE driver's licence.

## **PERSONAL REQUIREMENTS**

A prospective Funeral Director/Undertaker should be able to communicate well with people and be able to support and comfort them. He/she must be able to act sympathetically, yet firm in every situation. Since the job is emotionally exhausting, it should be seen as a service to fellow men and be recognised as a calling rather than a career.

## **WORK OPPORTUNITIES**

A Funeral Director/Undertaker can work at any funeral service company or with the necessary experience and capital can start his/her own business.

### **GARDENER**

*A gardener plans and carries out the necessary operations of cultivating trees, shrubs, flowers and to produce saplings, bulbs and seeds for sale or delivery to wholesale buyers or markets. He/she is also responsible for establishing, maintaining and decorating parks and gardens.*

## **JOB CHARACTERISTICS**



- Planting or sowing new plants, growing vegetables, cultivating flowers, trees or bushes and harvesting crops.
- Performing farm/nursery operations such as land preparation, cleaning up and removing leaves, weeds, dead plants and litter.
- Controlling plant illnesses and pests through the application of pesticides.
- Caring for the plants and seeing to it that everything is looked after.
- Delivering and/or marketing products.
- Growing plants for exhibition or medical purposes.
- Operating machines like lawnmowers, etc.

## **REQUIREMENTS**

### **Secondary Education**

In general no formal educational qualification is required, but some employers require a minimum qualification of Grade 7. The main requirement is the ability to communicate.

### **Tertiary Education**

Gardeners receive on-the-job training. Agrifutura (Windhoek) offers short courses to unskilled employees.

Explore the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Gardener should be willing to work outside most of the time and be prepared to exert a lot of physical effort. He/she should also possess good interpersonal skills as most of a gardener's tasks are done in co-operation with other people.

## **WORK OPPORTUNITIES**

Gardeners are employed by commercial nurseries, garden-service undertakings, households, universities and municipalities. Good, experienced Gardeners are always in demand.

## ***LABOURER***

*A Labourer carries out a variety and routine tasks; physical input is however, a necessity. Labourers normally act on instructions and are active in a wide variety of environments, such as mining and quarrying, construction and maintenance, manufacturing, assembling and sorting, etc.*

## **JOB CHARACTERISTICS**

2. Moving, lifting, carrying and loading materials and products.
3. Cleaning, tidying and clearing waste and spillage.
4. Assisting, under supervision, skilled workers in performing their tasks.
5. Digging and filling holes and trenches, spreading gravel, sand and related materials.
6. Mixing mortar, grounding materials and cement.
7. Washing and cleaning machinery, tools and equipment.

## **REQUIREMENTS**

### **Secondary Education**

There are no secondary educational requirements. A certain minimum level of literacy is recommended.

### **Tertiary Education**

On the job training is provided.

## **PERSONAL REQUIREMENTS**

A Labourer should be trustworthy, reliable and physically fit.

## **WORK OPPORTUNITIES**

Almost all industries and businesses employ Labourers.

## ***HOSTEL OFFICER***

*The role of the hostel officer is to support the chief hostels matron, hostel matron and hostel staff in managing the household in school hostels and providing instructional leadership to the staff.*

## **JOB CHARACTERISTICS**

- Defining procedures for staffing needs and employing competent staff
- Presenting of workshops for hostel personnel
- Liaising with the ministry of Works with regard to maintenance of equipment and buildings.
- Liaising with private companies, caterers, donors and hostels committees in connection with aspects regarding the household management

## **REQUIREMENTS**

### **Secondary Education**

The minimum educational requirement is a Grade 8 certificate or equivalent qualification. Higher qualifications are, however, preferred.

Recommended subject: Home Economics

### **Tertiary Education**

Although there is no formal training, there are institutions who offer basic household management courses. Explore the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate must have a strong sense of responsibility, friendliness and diligence. He\she must possess managerial and supervisory skills and command authority. An interest in household and people is also necessary.

## **WORK OPPORTUNITIES**

Hostel Officers are employed by schools, technikons, universities, residences, children's homes, homes for the aged and any other hostels.

### ***MATRON***

*A matron organises, supervises and carries out housekeeping functions in hotels, clubs, boarding schools and other residential establishments and institutions as well as in private households.*

## **JOB CHARACTERISTICS**

- Engaging, training, discharging, organizing and supervising workers employed as domestic personnel.
- Delegating responsibilities such as the maintenance of gardens, furniture and buildings.
- Purchasing or controlling the purchase of food and other household supplies.
- Controlling storage and issue of supplies.
- Working out menus.
- Seeing that the kitchen and laundry runs smoothly.
- Supervising general welfare and conduct of individuals in institutions.
- Assisting in cases of minor injury or illness by performing tasks such as taking temperature, giving medicine, putting on bandages, etc.

## **REQUIREMENTS**

### **Secondary Education**

The minimum educational requirement is a Grade 8 certificate or equivalent qualification. Higher qualifications are, however, preferred.

Recommended subject: Home Economics

### **Tertiary Education**

Although there is no formal training, there are institutions who offer basic household management courses.

Explore the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate must have a strong sense of responsibility, friendliness and diligence. He\she must possess managerial and supervisory skills and command authority. An interest in household and people is also necessary.

## **WORK OPPORTUNITIES**

Matrons are employed by schools, technikons, universities, residences, children's homes, homes for the aged and any other hostels.

## ***PORTER***

*A Porter in the hospitality industry undertakes door-keeping duties in apartment houses and other buildings, attends to parking places, watches houses and other properties to prevent illegal entry or theft and detect fire or other hazards, collect tickets, etc. A porter in the hospital setting would be responsible for the handling of patients on stretchers, trolleys, beds and wheel chairs in order to transport them to and from their points of treatments and to render assistance to the nursing staff and ward secretaries.*



## **JOB CHARACTERISTICS**

### **Porters in the Hospitality industry**

- Door-keeping in hotels, helping guests, especially on their arrival and departure, with luggage, keys etc.,
- Supplying information about entertainment, restaurants, transportation and other matters.
- Door-keeping in apartment houses and other buildings, checking the right-of-entry of callers and giving them requested information.
- Watching houses and other properties to prevent illegal entry or theft, fire or other hazards.
- Making periodic inspection tours, examining doors, windows and gates, watching for any irregularities, such as broken water pipes and fire hazards.

## **REQUIREMENTS**

## **Secondary Education**

Possession of a Grade 8 certificate or equivalent qualification is recommended, although no minimum qualification is required. Candidates must be able to communicate.

## **Tertiary Education**

Tertiary education is not formally provided but candidates receive in-service training.

## **PERSONAL REQUIREMENTS**

A prospective Porter should be responsible and healthy, thus physically fit to work for long hours. He/she should also be friendly and willing to assist where required.

## **WORK OPPORTUNITIES**

A Porter can be employed by hotels, hospitals, apartment buildings etc.

## ***SALES REPRESENTATIVE***

*A Sales Representative introduces his/her company, goods or services to the potential customers in such a way as to convince/persuade them to place orders for these goods or services.*

## **JOB CHARACTERISTICS**

- Soliciting orders and selling goods to retail, industrial, wholesale and other establishments.
- Selling mechanical equipment, supply and related services to business establishments or individuals.
- Providing prospective customers with general and specialized information about the characteristics and function of the equipment, and demonstrating its use.
- Reporting customers' reactions and requirements to manufacturers.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a Grade 12 NSSC-O or equivalent qualification is required.

Recommended subjects: Business Studies and Economics

### **Tertiary Education**

Refer to the Marketing Career Section. Sales representatives mainly receive intensive in-service training. Sales-technique courses can be followed via correspondence. A sales aptitude is, however, only developed through experience in the work situation and depends totally on the individual.

Explore the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate should have a neat appearance, good communication skills, an enthusiastic personality and hold the attention and interest of his/her client. In addition the candidate should be understanding, pleasant, tactful and diplomatic.

## **WORK OPPORTUNITIES**

Sales Representatives can be employed by companies or firms that develop or sell goods and services.

## ***SECURITY OFFICER***

*A Security Officer provides security and protection of material, information and personnel.*

## **JOB CHARACTERISTICS**

- Patrolling buildings and areas to prevent theft, violence, and infraction of rules, unauthorized entry or other irregularities.
- Exercising the right to use force (if necessary) and to apprehend perpetrators.
- Working shifts, including night shifts.
- Specialising in various fields such as armed response, retail security, investigation of crime, dog handling and many others.

## **REQUIREMENTS**

### **Secondary Education**



The minimum educational requirement to enter this field is a Grade 10 certificate at the Security Training Centres but a Grade 8 is at times sufficient.

### **Tertiary Education**

Prospective candidates receive in-service training. Explore the TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

### **PERSONAL REQUIREMENTS**

A prospective Security Officer must be reliable, honest and have an observant nature. He/she should have no previous criminal record of a serious nature, should be at least 18 years old and in good physical condition.

### **WORK OPPORTUNITIES**

Employment opportunities exist at security companies. Security Officers with the necessary experience can start their own security companies.

## **TOUR GUIDE**

*A Tour Guide is trained in guiding techniques and has skills in guiding tour groups on sightseeing tours or excursions, describing points of interest and providing other guiding services.*

### **JOB CHARACTERISTICS**

- Studying the itinerary worked out by the tour operator, ensuring that this plan is strictly adhered to and that appropriate arrangements have been made.
- Escorting the tourists and looking after their comfort and safety.
- Informing the tourists about the country, its history, culture, geography, plants, animals and any other relevant subject.
- Accompanying tourists to places of interest, including game parks and reserves, national monuments, museums, exhibitions and providing general information.
- Conducting excursions such as game-viewing, desert tours and visits to places of specific interest.
- Driving the vehicle in which tourists are being transported.
- Conducting hunting and camping safaris (specialist training and experience required).



### **REQUIREMENTS**

## **Secondary Education**

For studies at the NUST, UNAM and IUM, candidates must have at least NSSC at O or H Level grade 12 with passes in five subjects and have obtained a total score of at least 25 points on the their point evaluation scales. Recommended subjects: Foreign languages, History, Geography and English.

## **Tertiary Education**

A The Polytechnic of Namibia offers a Bachelor of Travel and Tourism Management Degree. UNAM offers a Bachelor of Arts in Tourism. IUM Offers a Bachelor's degree in Travel and Tourism Management.

Travel and Tourism courses are also offered by other private colleges in Namibia such as the International Training College-Lingua (ICTL), Centre for Training and Projects Development (CTPD), Triumphant College etc.

The Namibian Academy for Tourism and Hospitality (NATH) offers a training course for Tour Guides. No en-trance qualification for enrolment to these courses is needed, as they are open to anyone interested in learning more about Namibia in an adult education setting. English proficiency, however, is crucial.

## **PERSONAL REQUIREMENTS**

A prospective candidate should have a valid public transport driver's licence and no criminal record. He/she should also be fluent in English and have adequate skills in at least two indigenous languages. It is also expected of the candidate to be neat, friendly, punctual humble, reliable, organised, committed and passionate about nature.

## **WORK OPPORTUNITIES**

Tour Guides can be employed by tour operators, administrators of tourist attractions or they can work on a freelance basis.

## **TRAVEL AGENT**

*A Travel Agent assists travellers and holiday makers with travel arrangements, information and reservations.*

## **JOB CHARACTERISTICS**

- Planning a client's journey according to preferences, budgets and requirements.
- Advising travellers on customs regulations, visas, passports, currency regulations, tourist attractions, travel routes, tours, booking of flights, accommodation, car rental and general administration of these tasks.
- Issuing tickets, vouchers and other documents.
- Making the necessary reservations and confirmations.
- Preparing bills and receiving payments.

## **REQUIREMENTS**

### **Secondary Education**

Possession of NSSC O or H Level Grade 12 or equivalent qualification with passes in five subjects and at least 25 points on the UNAM point evaluation scale, is required for admission to UNAM and NUST.

Recommended subjects: Mathematics, Geography, Languages, History and Computer

Literacy. **Tertiary Education**

NUST offers a Bachelor of Travel and Tourism Management degree. UNAM offers a Bachelor of Arts: Tourism degree. IUM Offers a Bachelor's degree in Travel and Tourism Management. Travel and Tourism courses are also offered by other private colleges in Namibia such as ICTL, CTPD and Triumphant College.

In-service training is provided by most travel agencies and airline companies.

Explore other TVET routes; see NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Travel Agent must be patient, helpful and polite when dealing with clients. A good general knowledge of local tourist attractions can also be helpful.

## **WORK OPPORTUNITIES**

Travel Agents are employed by various travel agencies and Air Namibia.

## **TRANSPORT, AVIATION AND RAILWAY**

### **SECTOR AVIATION, CAREERS IN...**

*In this section all the careers, unique to the aviation field, will be described, more specifically the Namibian training programmes. Candidates, who wish to complete studies outside Namibia, must confirm with the Directorate of Civil Aviation (Ministry of Works and Transport) whether these qualifications will be accepted in Namibia.*

#### **Careers in this field include:**

- *Aeronautical Information Officer*
- *Aircraft Avionician*
- *Aircraft Electrician*
- *Aircraft Instrument Mechanic*
- *Aircraft Survival Equipment Fitter*
- *Aircraft Technician*
- *Air Traffic Controller*
- *Aviation Electronician*

- *Cabin Attendant (Air Host/Hostess)*
- *Check-in Agent (Ground host/hostess)*
- *Flight Engineer*
- *Flight Operations Inspector*
- *Flight Operations Officer*
- *Oversight Engineer*
- *Personnel Licensing Inspector*
- *Pilot*

## **AERONAUTICAL INFORMATION OFFICER**

*An Aeronautical Information Officer is responsible, in accordance with international standards and practices, for the timely flow of aeronautical information necessary for the safety, regularity and efficiency of National and International standards.*

## **JOB CHARACTERISTICS**

- Processing and distributing aeronautical data and information related to flight operations.
- Collating, designing, processing, editing, and distributing documentation information related to flight operations and conducting surveys relating to matters that influence flight operations.
- Preparing pre-flight bulletins.

## **REQUIREMENTS**

### **Secondary Education**

In Namibia, candidates should have at least an NSSC (H/O) Grade 12 or equivalent qualification. Recommended Subjects: English, Mathematics and Geography

### **Tertiary Education**

In Namibia candidates first undergo one year of in-service training. This is followed by a ten week (AIS) clerk course, a five week senior AIS clerk course and lastly, a five week AIS officer's course. Training takes place under the auspices of the Ministry of Works and Transport, which sends potential candidates to various training centres to complete their training.

## **PERSONAL REQUIREMENTS**

Prospective candidate must be diligent and accurate in the performance of their duties. As service providers they have to be respectful, polite and friendly.

## **WORK OPPORTUNITIES**

Aeronautical Information Officers are employed by the Ministry of Works and Transport, Air Force: Namibia Defence Force, private operators and Namibia Airports Company.

## **AEROSPACE INDUSTRY, TRADES IN THE...**

People with a trade in the aerospace industry are responsible for the control, maintenance and repair of modern weaponry, aircraft instrumentation and related parts of the aircraft.

## **Aircraft Avionician**

This career combines the trades of electrician, instrument mechanic and radiotrician.

- They are responsible for the line maintenance of aircraft
- They must be able to diagnose and rectify faults in the electrical, instrument and radio systems, to ensure safe flight of the aircraft.

## ***Aircraft Electrician***

The Aircraft Electrician ensures the satisfactory performance of any modern aircraft and is responsible for the continuing reliability of all electrical systems.

- Must be able to diagnose faults in the electrical systems, carry out periodic inspections, repair and overhaul all electrical components.

- Responsible for the repair and installation of all electrical components, as well as the wiring of the aircraft to ensure power supply to all systems

### ***Aircraft Instrument Mechanic***

*The Aircraft Instrument Mechanic is required to have steady hands but should be able to work with delicate and sensitive equipment.*

- They use measuring and testing equipments for the tracing of circuits and the measuring of circuit values
- They are trained to repair, test and install navigational and flying instruments such as the automatic pilot and electronic compasses
- They are responsible for repairing damage to the airframe of an aircraft, the manufacturing of new airframe panels
- They are also responsible for inspecting, testing, repair and manufacture of rubber, plastic and fibre glass components, which are used both on aircraft and ground equipment.

### ***Aircraft Survival Equipment Fitter***

*He/She is responsible for the maintenance, repair and testing of both aircraft and personal safety survival equipment which includes parachutes, survival clothing and equipment.*

## **PERSONAL REQUIREMENTS**

Prospective candidates should have a mechanical and technical interest and ability. He/ she must be patient, have good eye-hand coordination and be cautious in testing aircraft components and in performing delicate and accurate adjustments. He/she must also have a very good sense of responsibility and must not be colour blind or have a fear of heights. Physical fitness is of utmost importance.

## **WORK OPPORTUNITIES**

Prospective candidates can be employed at airports, private aircraft companies and at the air force.

### ***AIRCRAFT TECHNICIAN***

*An Aircraft Technician inspects the engine, landing gear, instruments, radios, pressurized sections, accessories, brakes, valves, pumps and other aircraft equipment and performs the necessary maintenance. He/she works on different types of aircraft, or specialise on one type or one section of the aircraft.*

## **JOB CHARACTERISTICS**

- Finding and fixing faulty equipment, in accordance with the pilot's description of the problem.
- Repairing electronic systems and computerized controls.
- Conducting inspections, repairing and servicing aircraft.
- Ensuring that technical publications that are used are up-to-date.

## **REQUIREMENTS**



## **Secondary Education**

The minimum requirement in Namibia is an NSSC-O/H Grade 12 or equivalent qualification.

Recommended subjects: Mathematics, a Science subject and English (Namibia)

## **Tertiary Education**

Trainee Aircraft Technicians in Namibia undergo an apprenticeship period of three-and-a-half years during which they receive both theoretical and practical training in aircraft repair and maintenance. Once this training has been successfully completed, they are allowed to sit for examinations for their DCA licences, which enable them to sign out aircraft and aircraft equipment.

Once candidates are licensed as aircraft technicians and they have gained the necessary working experience (three years) they can be promoted to the position of airworthiness inspector, or aircraft technician.

Candidates who have completed a B. Sc. degree in Aeronautical Engineering who have gained the necessary working experience can be considered for promotion positions.

## PERSONAL REQUIREMENTS

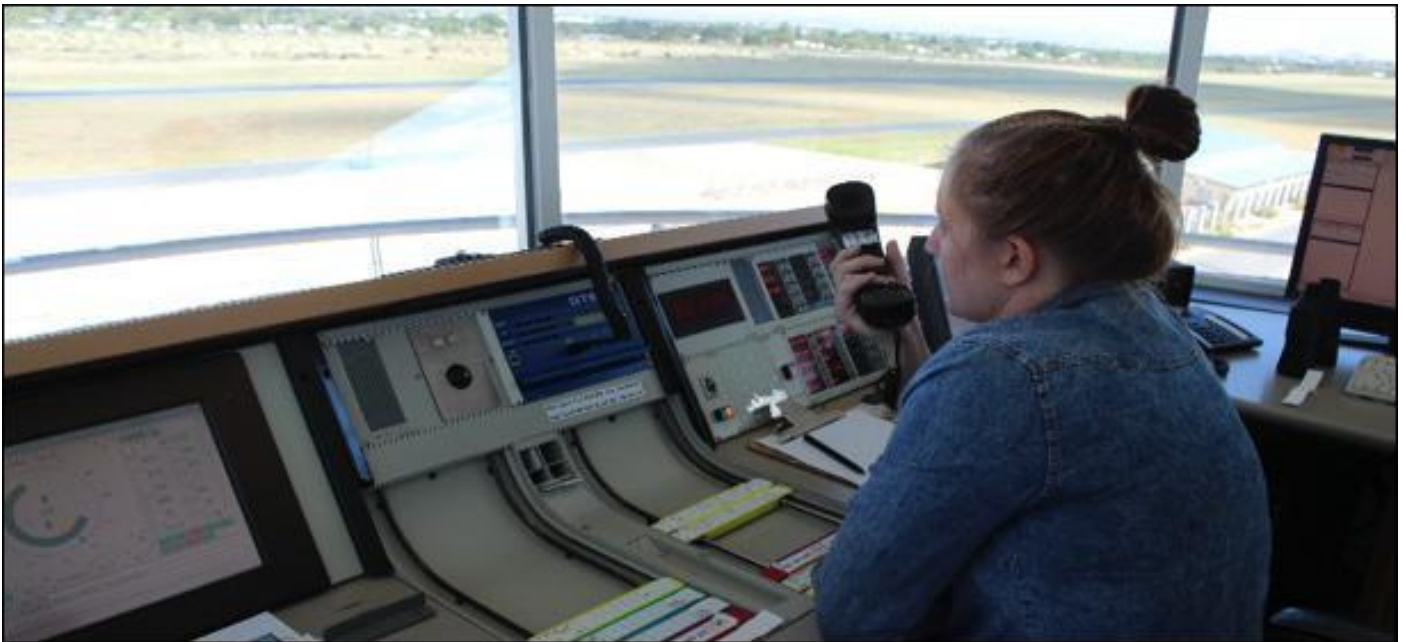
The work of an Aircraft Technician can be extremely stressful because of time pressures. An Aircraft Technician should thus be able to work well under pressure and deliver work of high quality. A prospective candidate should be safety-conscious, have a sense of responsibility and good organising skills.

## WORK OPPORTUNITIES

Aircraft Technicians are employed by Air Namibia, the Civil Aviation Department, Ministry of Works and Transport and other aviation companies.

## AIR TRAFFIC CONTROLLER

*An Air Traffic Controller's main task is to ensure the safe, expeditious and orderly flow of aircraft moving on*



*the ground and in the air and to minimise delays.*

## JOB CHARACTERISTICS

- Preventing collisions between aircrafts, as well as between aircraft and obstructions on the manoeuvring area.
- Expediting and maintaining a safe and orderly flow of air traffic.

- Providing advice and information useful for the safe and efficient conduct of flights.
- Notifying appropriate organisations regarding aircraft in need for search-and-rescue aid, and assisting such organisations as required.
- Working with state-of-the-art electronic and navigational equipment in carrying out their daily tasks.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least an NSSC-H Grade 12 or equivalent qualification is required. Furthermore, candidates will have to meet the standards for the medical fitness tests, and undergo psychometric evaluation.

Compulsory subjects: Mathematics, Geography and Physical Science

Recommended subject: None

### **Tertiary Education**

No formal training is offered in Namibia. A candidate who meets the basic requirements will be sent abroad for specialised training. On-the-job training will be provided at the duty station. Candidates will undergo two months Ab initio training, thereafter he/she will return to the duty station for further on-the-job training. In the second year the candidate will be sent on an eight-week aerodrome control course.

After successful completion of the course the candidate will be required to undergo at least 150 hours of dual

training under the supervision of an air traffic control instructor. Once the candidate has satisfied the instructor that he/she meets the minimum requirements and has the expected base of knowledge as determined by the Air Navigation Regulations, he/she will be issued with an Air Traffic Controller License and an aerodrome control rating.

As the candidate progresses, he/she has the option to undergo further training as an approach controller. The course will be approximately eight weeks, thereafter, the candidate will again qualify for the issue of an approach control rating. This will allow the candidate to work at larger airports. The candidate will have the opportunity to progress to area controller after having successfully completed a course and the required dual training.

## **PERSONAL REQUIREMENTS**

Prospective candidates should be sincerely interested in aviation and they must indicate willingness to accept responsibility. They must have good memory, hearing and eyesight (not be colour-blind). They should also behave calmly and rationally when under pressure, and be able to remain alert for long periods of time.

## **WORK OPPORTUNITIES**

Air Traffic Controllers are employed by the Ministry of Works and Transport Directorate of Civil Aviation, Air-Force: Namibia Defence Force and at airports.

## **AVIATION ELECTRONICIAN**

*An Aviation Electronician specialises in fields involving life-supporting equipment unique to the aviation environment, which must be maintained to the highest standards.*

## **JOB CHARACTERISTICS**

- Installing, maintaining, renewing, calibrating and modifying all radio navigation, communication and instrument landing systems.
- Maintaining all ground-based communication and navigation equipment.
- Ensuring the availability of safe, efficient and functional systems at all airports and at various sites throughout the country in compliance with the Standards and Recommended Practices (SARPs) of the International Civil Aviation Organization (ICAO).

## **REQUIREMENTS**

### **Secondary Education**

The minimum requirement to be accepted for training in Namibia is an NSSC-H Grade 12 or equivalent qualification with at least a C-symbol in Mathematics and Physical Science. Candidates will have to undergo a selection procedure.

Compulsory subjects: Mathematics and Physical Science (Namibia)

Recommended subject: English (Namibia)

### **Tertiary Education**

In-service training at an airport as well as specialised training on individual equipment systems is provided.

Practical training is done at an airport, or aviation colleges outside Namibia.

## **PERSONAL REQUIREMENTS**

Prospective candidates should have a technical interest and ability. They must be patient, have good eye- hand co-ordination and be cautious in testing aircraft components and in performing very delicate and accurate adjustments. They must not be colour-blind or have a fear of heights. Good health is always of utmost importance.

## **WORK OPPORTUNITIES**

Aviation Electronics are employed by large and small airports throughout the country.

### **CABIN ATTENDANT (AIR HOSTESS)**

*The responsibility of a Cabin Attendant/Air Hostess is the safety of airline passengers from the time they board the aircraft until they arrive at their destination. They also act as the airline's hosts to the passengers and ensure their comfort.*

## JOB CHARACTERISTICS

- Ensuring the working order of emergency equipment and making sure that the necessary equipment is on board.
- Checking the neatness of the passenger cabin.
- Checking supplies of food, beverages, reading material, etc...
- Greeting passengers, checking their tickets and assisting them in finding their seats.
- Helping special passengers (persons with disabilities, children etc.).
- Serving meals, coffee, tea, beverages and the like.
- Assisting passengers in the rare event of an emergency.



## **REQUIREMENTS**

### **Secondary Education**

The minimum requirement to be accepted for training by Air Namibia is an NSSC–O/H Grade 12 or equivalent qualification. The person should have a good command of languages. Candidates will have to go through a selection procedure before they are accepted. Recommended subjects: English and additional languages will be an advantage (Namibia).

### **Tertiary Education**

Prospective candidates receive in-service training at Air Namibia for a period of ten weeks, which will equip them with all skills necessary to perform their duties.

Other SADC institutions offer this course.

## **PERSONAL REQUIREMENTS**

Prospective Cabin Attendants should have charming personalities and a healthy appearance. The candidates must also have the ability to deal comfortably with people and speak clearly and fluently in English. Calmness and the ability to be firm are added advantages. He/she must be 20 years or older and at least 1.6 meters tall.

## **WORK OPPORTUNITIES**

Cabin Attendants are employed by Air Namibia as well as private aviation companies.

### **CHECK-IN AGENT (GROUND HOSTESS)**

*A Check-in Agent looks after the interests of passengers from the moment they arrive at the booking office and/ or airport until the time that they board the airplane.*

### **JOB CHARACTERISTICS**

- Managing various counter duties such as making reservations, checking in passengers for domestic, regional and international flights and calculating and collecting excess baggage charges and documentation.
- Assisting passengers in all processes regarding the boarding of the airplane, as well as in complying with immigration and customs formalities.
- Attaches all necessary labels to all baggage items.
- Responsible to assist unaccompanied minors (UM's), passengers on wheelchairs and passengers with restricted mobility (PRM's) from the terminal till onboard the aircraft.
- Checks-in fire arms, and refers the passenger to the relevant security company for further action.
- Ensure that all passengers who have checked in for a flight are onboard before flight departs and take action for those that are not accounted for.
- Reports complex situations and irregularities to the Team Leader- Check-In.
- Issuing boarding passes to the passengers.
- Verifying the passenger list to see whether all passengers have gone through the boarding gates.
- Handling the telephone sales and reservations if they work at the reservation offices.
- Performing general office duties, standby duties, and telex and switchboard duties.

### **REQUIREMENTS**

#### **Secondary Education**

At Air Namibia a Grade 12 or equivalent qualification is required. Candidates have to undergo a prior selection process before being admitted to training.

Recommended subjects: English and additional languages will be an advantage

#### **Tertiary Education**

Air Namibia provides training to prospective candidates, which consists of SAAFARI acceptance, reservation courses and passenger handling courses. After theoretical training, candidates gain experience through in-service training.

### **PERSONAL REQUIREMENTS**

A prospective Check-in Agent should have a friendly, spontaneous and mature personality. A sophisticated and charming appearance is advantageous. Candidates should also have an aptitude for figures.

## **WORK OPPORTUNITIES**



Check-in Agents are employed by airline companies as well as travel agents and booking offices.

## **FLIGHT ENGINEER**

*Flight Engineers are categorised as cockpit crew who assist the captain and co-pilot in large aircraft by monitoring and operating many of the systems, making minor in-flight repairs where possible and watching for other aircraft. In short, they are the technical advisors of the aircraft.*

## **JOB CHARACTERISTICS**

- Study the route and destination weather, as well as the flight plan for specific aircraft and routes to be flown.
- Check that the engines, controls, instruments and other systems are working properly and that any maintenance work required has been completed.
- Ensure that the fuel content corresponds to the amount reflected on the flight plan and also make sure that the aircraft is in a safe condition for the flight.
- During flight he/she monitors all the aircraft systems, including electrics, fuel, air-conditioning, pressurisation and hydraulics as well the engines.

## **REQUIREMENTS**

At Air Namibia a Grade 12 or equivalent qualification is required. Candidates have to undergo a prior selection process before being admitted to training.

### **Secondary Education**

At Air Namibia a Grade 12 or equivalent qualification is required. Candidates have to undergo a prior selection process before being admitted to training.

### **Tertiary Education**

Air Namibia provides training to prospective candidates, after theoretical training, candidates gain experience through in-service training.

## **PERSONAL REQUIREMENTS**

Prospective Flight Engineers should be medically fit and mentally healthy. He/she should be responsible and able to work with other flight deck crew. Concentration and perseverance are important, as well as a clear and calm mind in order to deal with emergencies effectively.

## **WORK OPPORTUNITIES**

Mostly airline companies employ prospective Flight Engineers, but there is also the possibility of working as a private consultant.

## **FLIGHT OPERATIONS INSPECTOR**

*A Flight Operations Inspector usually conducts inspections and evaluations of general aviation and commercial air transport. He/she requires rather extensive flying and aircraft experience, in order to evaluate and inspect aircraft and flight operations.*

## **JOB CHARACTERISTICS**

- Inspecting and evaluating pilots and cabin-crew training institutions.
- Doing flight inspections.
- Responsible for the enforcement of Civil Aviation regulations.
- Investigating aircraft accidents.
- Inspecting and evaluating the standards of airports.

## **REQUIREMENTS**

### **Secondary Education**

The following minimum entry requirements are accepted in Namibia:

Possession of at least an NSSC-H Grade 12 or equivalent qualification, with good passes in English, Geography, Mathematics, Chemistry and Physics, or

Compulsory school subjects: English, Geography, Mathematics and Physical Science (Namibia) Compulsory

University subjects: Mathematics, Physics, Engineering or Astronomy (Namibia)

### **Tertiary Education**

A candidate should have a University degree in Mathematics, Physics, Engineering or Astronomy and hold a Commercial Pilot's License with Instrument rating (CPL/IR) or an Airline Transport Pilot's License (ATPL) to be an inspector.

For candidates without a pilot's license, the initial training shall be pilot's training up to Airline Transport Pilot's Licence (ATPL). All candidates will undergo further training including safety management, examination of aircraft procedures, inspection of training institutions, etc... The experience of flight operations inspectors should be quite extensive in order to carry out thorough inspections and to supervise tasks carried out by other professionals.

### **PERSONAL REQUIREMENTS**

Prospective candidates must be at least 25 years of age and should be medically fit. They should also be able to maintain good interpersonal relations, be reliable and have good leadership skills. They should further be able to work under pressure.

## **WORK OPPORTUNITIES**

Professionals are employed by airline companies, or the public service. If they have sufficient experience, they can hire out their services as consultants.

## **FLIGHT OPERATIONS OFFICER**

*Flight Operations Officers are responsible for manning and maintaining complete and accurate records of company aircraft movements and of any significant occurrences affecting the company's operations.*

## **JOB CHARACTERISTICS**

- Keeping complete and accurate records of aircraft movements and of any occurrences, which may affect operations.
- Recording all occurrences and writing a report on them.
- Manning the communications systems, such as SAAFARI, etc.
- Responsible for a 24-hour airline information service.
- Preparing passenger information and all relevant material for cabin crew briefings.
- Maintaining and amending all legally required aviation documentation.
- Refuelling and weather information to maximize safe aircraft utilization.
- Ensuring that pilots report to the operations centre, at the specified time, to be briefed about circumstances that might affect the safety of the flight.
- Liaising with various airlines, aircraft leasing companies and brokers to obtain aircraft for charter purposes.

## **REQUIREMENTS**

### **Secondary Education**

The minimum requirement in Namibia is an NSSC-H Grade 12 or equivalent qualification. Recommended subjects: English and Geography

### **Tertiary Education**

Candidates usually receive theoretical as well as practical training. Courses include: Dispatcher's Licence (six weeks), SAAFARI course (five days), Radio Licence, Aircraft and Weight balancing (six weeks). Experience is gained at the respective airport.

## **PERSONAL REQUIREMENTS**

Prospective candidates should possess the ability to work under pressure. They must be able to maintain good interpersonal relations, be reliable and show initiative. They should furthermore be willing to work shifts, including night shifts.

## **WORK OPPORTUNITIES**

Flight Operations Officers are employed by Air Namibia, other airports and/or aviation companies.

## ***OVERSIGHT ENGINEER***

*To provide for the efficient and cost effective maintenance of the assigned aircrafts through the relevant Maintenance Repair Organisation (MRO), thus ensuring the availability of safe (airworthy) aircraft at all times as planned and thus to contribute towards on-time departures. To monitor and liaise with the respective Aircraft personnel to ensure compliance with the required standards (NAMCARS) while ensuring on – time departures.*

## **JOB CHARACTERISTICS**

- Provides input into the annual maintenance plan of the assigned aircrafts using the information and data provided by the Aircraft Maintenance Programme. Discusses this with the immediate superior, with due regard to envisaged flight schedules.
- Provides input into the development of budgets for all aircraft modifications and upgrades. Sources potential service providers and obtains quotations.
- Performs engine condition trend monitoring (ECTM) for all assigned aircraft, and identifies deficiencies.

cies, defects. Alerts the MRO accordingly and reports to the immediate superior

- Ensures that the Company's aircraft are maintained in accordance with NAMCARS Part 145 and the maintenance program approved by the Authorities. This includes the following steps:
- Checks to ensure that the certificate of airworthiness (COA) is valid
- Checks that the certificate of registration and the noise certificate is on board the aircraft
- Checks to ensure the radio license is valid.
- Participates in the C-check inspections to ensure that all items in the work scope have been completed, and signs the acceptance certificate.
- Tracks the deferred defects in accordance with the Minimum Equipment List (MEL).
- Identifies defects impacting on the airworthiness of the aircraft, and also identifies the corrective measures required and reports /discusses these with the immediate supervisor. Implements any operational or airworthiness directive and any other

airworthiness requirement made mandatory by the Authorities.

## **REQUIREMENTS**

### **Secondary Education**

The minimum requirement to be accepted for training in Namibia is an NSSC Grade 12 or equivalent qualification with at least a C-symbol in Mathematics and Physical Science. Candidates will have to undergo a selection procedure.

Compulsory subjects: Mathematics and Physical Science (Namibia)

Recommended subject: English (Namibia)

### **Tertiary Education**

After obtaining an Aircraft Maintenance Engineering Diploma or equivalent from recognized SADC institutions, prospective candidates may complete a 6 months in service training to become acquainted with the Maintenance Management Manual (MMM), Air Namibia's MROs, flight schedules, etc. and to complete the following courses:

- CFM 56 Engine Course
- Standard Diagnostic Engine Course
- B737 Course
- Maintenance Reliability and Cost Analysis Course
- Internal Auditors Course
- Management Courses

## **PERSONAL REQUIREMENTS**

Prospective candidates should possess the ability to work under pressure. They must be able to maintain good interpersonal relations, be reliable and show initiative. They should have good interpersonal skills and com-

munication skills, and should be able to work independently. They should have sober habits and physically able to perform physical work. Code BE Driving license is a requirement.

## **WORK OPPORTUNITIES**

Oversight Engineers are employed by Air Namibia, other airports and/or aviation companies.

## **PERSONNEL LICENSING INSPECTOR**

*A Personnel Licensing Inspector is responsible for the assessment and approval of applications for licenses, certificates and ratings.*

## **JOB CHARACTERISTICS**

- Assessing and approving applications for licenses, certificates and ratings.
- Assessing applications of medical fitness relating to license, certificate and rating requirements.
- Issuing licenses, certificates and ratings.
- Validating foreign licenses.
- Handling all written examinations for flight crew licenses.

## **REQUIREMENTS**

### **Secondary Education**

Candidates should be in possession of at least an NSSC-H Grade 12 or equivalent qualification with good passes in English, Geography, Mathematics, Physics, Chemistry or Physical Science.

Compulsory subjects: English, Geography, Mathematics, Physics, Chemistry or Physical Science. **Tertiary Education**

Candidates receive in-service training at the Directorate of Civil Aviation (MWTC), consisting of the following courses: personnel licensing, government operations, examination procedures and/or instructor's technique, aircraft and personnel certification procedures, civil aviation administration and management. Candidates in possession of any other aviation qualification or a Meteorology qualification with reasonable experience may be considered for this position, provided that they are younger than 35 years of age.

## **PERSONAL REQUIREMENTS**

Candidates should not be older than 25 years. Prospective personnel licensing inspectors must be diligent in their day to day tasks and must have a good sense of responsibility.

## **WORK OPPORTUNITIES**

Personnel Licensing Inspectors are employed by the Ministry of Works and Transport: Directorate of Civil Aviation.

## **PILOT**

*An aircraft Pilot controls the operations of mechanical, electrical and electronic equipment in order to navigate aircraft for transporting passengers, mail and freight. He/she also performs pre-flight and in flight tasks. The nature of the Pilot's work depends on the type of aircraft he/she is licensed to fly, as well as the mission of the flight.*

## **JOB CHARACTERISTICS**

- Flying and navigating aircraft in accordance with established control and operating procedures.
- Preparing and submitting flight-plans or examining standard flight plans.
- Ensuring that instruments and controls function properly.
- Applying knowledge of principles and practices of flying in order to identify and solve problems arising in the course of their work.
- Transporting passengers, cargo and mail.
- Serving in the air force.
- Flying airplanes for private or commercial purposes.
- Flying merely for pleasure in flying competitions (private Pilots).

## **REQUIREMENTS**

### **Secondary Education**



The Namibian Aviation Training Academy requires a prospective student pilot to have passed Mathematics and Physical Science at NSSC (H) level. Candidates also have to undergo a selection procedure, consisting of aptitude tests, Mathematics and English tests and an individual interview.

Recommended subjects: Mathematics, and Physical Science (Namibia)

The candidate must meet the ICAO English proficiency requirements as laid down in the Namibian Civil Aviation regulations.

### **Tertiary Education**

Training in Namibia is done in accordance with the International Standards and recommended practices. New applicants are accepted as student Pilots. They first receive ground instructions and training in communication, after which they are awarded with a radio and telephone license. They can then progress to the next step of Private Pilot.

A Private Pilot receives training of approximately four months. Theoretical and practical training is undertaken at the Namibia Aviation Training Academy (NATA) in Keetmanshoop, and after 40 hours flying time he/she receives the Private Pilot's Licence (PPL). These individuals will be able to fly a variety of small aircraft on a solo basis.

The candidate can then progress to the next stage: Commercial Pilot. This stage consists of six to eight months

of theoretical and practical training. This includes training in instrument rating, night-time flying, landing an aircraft and taking off. To qualify for the Commercial Pilot's Licence (CPL) not less than 200 flying hours are required.

Holders of a CPL qualify to the level of airline transport Pilot's licence. Training lasts for two to four months and not less than 1500 flying hours are required to obtain the Airline Transport Pilot's License (ATPL). Candidates can receive training at the Civil Aviation Department of the Ministry of Works and Transport, Air Namibia, and other aviation training centres. With adequate flying experience the commercial pilot or airline transport pilot can advance to the level of Co-Pilot, and with further experience to captain of a passenger and/or other aircraft.

All Pilots undergo regular and continuous training in ground school as new aircraft arrive. They also have to undergo regular medical examinations.

## **PERSONAL REQUIREMENTS**

A prospective Pilot should be medically and physically fit since he/she has to undergo strict medical tests in order to be accepted in the field. Good eyesight and hearing is of utmost importance (colour blindness, deafness, etc. immediately excludes the candidate). Intelligence and emotional stability are necessary, because they have to think and act fast in emergencies. Pilots must be able to carry the responsibility of being in charge of sophisticated and very expensive aircraft and the lives of the crew and passengers.

Student Pilots must be between the ages of 18 and 25, private pilots must not be younger than 17, and commercial pilots shall not be younger than 18 years of age. To be trained as an airline transport pilot, candidates must be 21 years or older.

## **WORK OPPORTUNITIES**

Pilots, depending on their licenses, are employed by Air Namibia, Ministry of Works and Transport (Civil Aviation Department), Airforce: Namibia Defence Force (NDF), law enforcement agencies, commercial airlines and charter operators.

## **CARGO CONTROLLER**

*A Cargo Controller is in charge of all goods at rail points, road transport depots, airports and quays (harbour).*

## **JOB CHARACTERISTICS**

- Preparing production requirement schedules, ensuring that materials are available when needed, and keeping relevant records.
- Preparing or assisting in the preparation of production operation schedules on the basis of customer's orders, production capacity and performance.
- Verifying stock, arranging deliveries, and investigating delays.
- Keeping records of operational aspects and coordinating the timing of passengers and freight transport.
- Directing train routines with a division or zone of a railway system and keeping related records.

- Directing, controlling and keeping records of freight handling at a railway yard.
- Co-ordinating and keeping records of operational activities concerning road transport, such as allocating and scheduling of vehicles and drivers, loading, unloading and storage of goods in transit.
- Coordinating and keeping records of operational activities concerning air transport of passengers and freight, such as passenger lists and freight manifests.
- Preparing reports for management.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a Grade 10 certificate or equivalent qualification is required. Candidates are required to write an aptitude test before they are appointed.

Recommended subject: Mathematics.

## **Tertiary Education**

No formal training is necessary. Trainees will receive 12 months training before they are appointed as cargo controllers. NUST offers a Certificate in Associated Transport Sector (CATS) through the Centre for Entrepreneurial Development if employed in the transport industry.

## **PERSONAL REQUIREMENTS**

A prospective Cargo Controller must be reliable, motivated and be able to maintain good interpersonal relationships.

## **WORK OPPORTUNITIES**

A Cargo Controller can be employed by transport industries.

## ***CONDUCTOR (BUS/TRAIN ATTENDANT)***

*A Conductor collects or issues and examines tickets, takes care of the safety and comfort of passengers on trains, buses and other public transport vehicles.*

## **JOB CHARACTERISTICS**

- Collecting or issuing tickets, passes or fares, or checking the validity of tickets issued previously.
- Taking care of sleeping-carts on passenger trains, ensuring the passengers' safety and information requests.
- Ensuring that safety regulations are respected.
- Giving information to passengers, especially about stops and connections.
- Co-operating with the Driver in maintaining time schedules.
- Taking appropriate action in case of emergencies or accidents.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a Grade 10 certificate or equivalent qualification is recommended. **Tertiary Education**

No formal training is provided but candidates receive a 6-week training course at the TransNamib College on passenger attendance and others.

## **PERSONAL REQUIREMENTS**

A prospective candidate must be reliable, patient, responsible, friendly and neat since he/she works closely with the public.

## **WORK OPPORTUNITIES**

Conductors can be employed at TransNamib, municipalities and private transport companies.

## **DRIVERS**

### ***DRIVER***

*This job category includes personnel involved with the driving of vehicles of different weights namely on public roads with a view to supply transport services for passengers and goods.*

## **JOB CHARACTERISTICS**

- Transporting materials and furniture from and to various institutions.
- Transporting of staff members to perform duties at other institutions.
- Transporting of staff members to attend workshop elsewhere.
- Handling of vehicles properly and keeping them clean.
- Maintaining daily log book.
- Report all mechanical defects to maintenance in writing.
- Any other work related duties assigned by the supervisor.

## **REQUIREMENTS**

- A valid Driver licence
- High safety awareness
- Must be able to handle pressure

### ***BUS DRIVER***

*A Bus Driver conveys passengers on scheduled routes and times.*

## **JOB CHARACTERISTICS**

- Driving and tending buses to transport local and long distance passengers.
- Ensuring the safety of the passengers.
- Rendering transport services on a routine basis.
- Collecting fare charges, issuing tickets, and keeping simple records.
- Keeping the bus in good order.
- Making minor repairs.
- Driving buses with due regard to other traffic, traffic regulations and time schedules.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a Grade 8 certificate or equivalent and the candidate should be at least 21 years old and have a C/CE driver's licence. Previous experience is deemed necessary in this occupation.

Recommended subject: English (Namibia)

### **Tertiary Education**

Candidates who are not in possession of a heavy-duty driver's license can receive training at TransNamib's Gammams Training Centre. TransNamib is one of the institutions which offer a three-month theoretical and practical training course. Additional courses are the following: fire fighting, first aid and conveyance of hazardous substances.

## **PERSONAL REQUIREMENTS**

A prospective Bus Driver should have good eye-hand co-ordination and be able to make accurate and quick decisions. Good health and alertness are also requirements for this job.

## **WORK OPPORTUNITIES**

A Bus Driver can be employed at tertiary institutions, private transport companies or municipalities, travel agencies, airports and hospitals.

## ***DELIVERY-VAN DRIVER (LIGHT)***

*A Delivery Van Driver transports light cargo in a safe and orderly manner.*

### **JOB CHARACTERISTICS**

- Driving a delivery van to transport freight or mail between depots and loading/unloading points.
- Paying due regard to traffic, traffic regulations and time schedules.
- Assisting with or performing loading and unloading tasks.
- Checking the general condition of the vehicle (light, oil, brakes, etc.).
- Receiving and countersigning delivery notes, and at times receiving money for delivered goods.

### **REQUIREMENTS**

#### **Secondary Education**

A Grade 10 qualification is recommended. Candidates should be in possession of a valid B/BE or

C/CE driver's licence and a sound driving record.

### **Tertiary Education**

No specific education requirements can be stipulated, but a driver should be medically fit and at least be able to write legibly and make easy calculations.

## **PERSONAL REQUIREMENTS**

Attentiveness, good judgement and reliability are the trademarks of a good Delivery-Van Driver.

## **WORK OPPORTUNITIES**

Opportunities exist at most small, medium and large-sized companies. Specialised courier services are offered by a diverse range of transport and delivery-service companies. Self-employment is an option with sufficient funds and experience.

### ***TRAIN DRIVER AND ASSISTANT***

*A Train Driver is in charge of and drives steam, electrical or diesel locomotives to transport passengers and freights.*

## **JOB CHARACTERISTICS**

- Inspecting locomotives before commencing a journey, for example, the coupling between locomotives.
- Monitoring the speed, temperature and steam input gauges closely and checking the fuel.
- Controlling the train during trip and shunting operations, by watching the numerous controls and the signals along the line to keep the train in control.
- Correctly interpreting all signals and hand signals that can be given, for example, flag signals of the conductor, hand signals of shunters and speed-limiting signals.
- Repairing minor locomotive defects to promote safety and exercise loss control.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a Grade 12 certificate or equivalent is required to be employed as a junior Train Assistant. Candidates are also expected to obtain a pass mark of 80% on theoretical and practical tests before being appointed permanently.

The minimum requirement for a senior assistant is a Grade 12 certificate or equivalent, plus three years experience as a Train Assistant or shunter.

### **Tertiary Education**



The career path of a Train Driver proceeds from Train Assistant to Train Driver.

All new entrants will receive theoretical and practical in-service training at TransNamib Rail. Candidates will have to pass a medical test and a psychometric classification test battery. After three years of experience in the position of train assistant the candidate can write a follow-up examination. If 80% is obtained, he/she can be promoted to the position of Train Driver. Train Drivers have to re-write a revision test every two years and pass a mid-test and an efficiency test every four years.

## **PERSONAL REQUIREMENTS**

A prospective Train Driver or Assistant should be mature, reliable, sober and responsible. He/she should be able to make decisions and act rapidly.

## **WORK OPPORTUNITIES**

A Train Driver and assistant are employed by TransNamib Holdings. No self-employment opportunities exist.

## ***TRUCK DRIVER***

*A Truck Driver transports cargo along highways, city streets or within compounds of industrial, construction or mining areas.*

## **JOB CHARACTERISTICS**

- Picking up goods from factories and delivering them to a terminal for further conveyance, or for the final delivery of goods from terminals to stores and homes.
- Checking the conditions of a truck before a journey, ensuring that brakes, lights, fire extinguishers and other safety equipment operate safely.
- Loading the truck and arranging the items in order of delivery or supervising the loading and unloading of the merchandise.
- Driving the truck and maintaining it in a responsible manner.
- Maintaining safety road regulations.
- Receiving money on behalf of the dispatcher and issuing receipts.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a Grade 10 certificate or equivalent qualification, and a heavy drivers' licence C/CE () is required. Candidates should be at least 18 years old.. A truck driver needs driving experience and preferably have knowledge of the city and the whole country. In addition to this, a long distance driver should have knowledge of neighbouring countries.

Recommended subject: English

### **Tertiary Education**

In Namibia, candidates can complete a three-month certificate course at TransNamib's Gammams Training Centre. The course includes: fire-fighting, first aid and conveyance of hazardous substances.

## **PERSONAL REQUIREMENTS**

A prospective Truck Driver must be responsible, emotionally stable, honest, and have sober habits.

## **WORK OPPORTUNITIES**

Truck Drivers are employed by various private transport companies, the public service and. TransNamib. Job prospects seem to be favourable.

### ***ESTATE AGENT***

*An Estate Agent is responsible for the leasing and selling of private, commercial and industrial properties.*

## **JOB CHARACTERISTICS**

- Gathering information about the property as well as the seller/lessee and/or prospective purchaser/ lesser.
- Establishing a market value of the property.
- Negotiating the value of property between parties in a fair and professional manner.
- Explaining terms and conditions of sale and sales agreement, municipal rules, body corporate rules, transfer duties, etc...

- Making sure that both parties are in possession of a copy of a signed Offer to Purchase shortly after signature.
- Assisting in obtaining bank loans.
- Arranging transfer of property with conveyance and arranging payment of deposit.
- Collecting rent and deposit in the case of a lease and seeing to it that both parties are furnished with a signed lease agreement  
furnished duly with revenue stamps.
- Keeping a trust account.
- Administrative functions, e.g., assisting with application for loans to financial institutions, liaising with conveyancers, and other similar duties.
- Adhere to the Estate Agent Board, which is governed by the act of parliament, and the Code of Conduct.

## **REQUIREMENTS**

### **Secondary Education**

There are no specific requirements to enter this occupational field.

### **Tertiary Education**

A prospective estate agent is required to pass the Estate Agent Board examination, which is offered three times

per year. If the candidate passes the examinations, he/she is awarded a fidelity certificate. Estate agents should then register with the Institute for Namibia Estate Agents in order to obtain ongoing training in the many specialised fields of the property industry.

## **PERSONAL REQUIREMENTS**

A prospective Estate Agent should be a person of high integrity with good interpersonal communication skills. It is essential that he/she be of utmost fairness. An Estate Agent should put the interest of the client as first priority.

## **WORK OPPORTUNITIES**

Employment opportunities are greatly influenced by the economic and political climate. Estate Agents are employed by estate agencies and the banking industry. They can also start their own agency. The industry is lucrative but also highly competitive.

## ***MAIL (POST) HANDLER***

*A Mail Handler's tasks include the processing, sorting, collecting and recording of mail (post). Mail Handlers are divided into the following categories: driving, delivery and sorting.*

## **JOB CHARACTERISTICS**

- The driving Mail Handler does the driving, collecting and delivering of mail in mail bags to and from post offices, mail centres, street post-boxes and depots.
- The delivery Mail Handler delivers mail from post offices or mail centres.
- The Mail Handler on sorting duties processes mail in the post office and large mail centres. Mail is sorted manually or by machine.
- Sorting and keeping simple records of incoming and outgoing correspondence and dispatching outgoing mail at various establishments.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a Grade 10 certificate or equivalent qualification is a pre-requisite. For the driver mail handler, the minimum requirement is a Grade 10 certificate or equivalent qualification and a valid B/BE driver's licence.

Compulsory subjects: English

### **Tertiary Education**

Actual in-service training is provided during working hours. Private study is encouraged to be considered for promotion and transfer to other divisions.

## **PERSONAL REQUIREMENTS**

A prospective Mail Handler must be responsible, punctual, physically fit and have good communication skills. He/she must be friendly and enjoy human interaction as well as being trustworthy.

## **WORK OPPORTUNITIES**

Mail Handlers are employed by post offices and private courier companies throughout Namibia.

## ***MESSENGER***

*A Messenger collects, carries and delivers messages, documents, correspondence, packages and other items within an establishment or between establishments, to households and elsewhere.*

## **JOB CHARACTERISTICS**

- Collecting correspondence, documents, messages and other materials from, and delivering them to individual offices within establishments or elsewhere.
- Sorting incoming and outgoing mail or materials, collecting charges, receipts and/or signatures from

customers.

- Performing the duties of a post-runner.
- Delivering various goods to and from enterprises, shops, households and other places.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a Grade 8 certificate is required. A higher qualification is, however, preferable. It is important that the messenger be able to read and write. A B/BE licence would be an added advantage.

### **Tertiary Education**

No formal tertiary training is required for this job but in-service training is essential for the messenger to get familiar with his daily office-routine duties.

## **PERSONAL REQUIREMENTS**

Neatness, reliability and punctuality are essential for this job.

## **WORK OPPORTUNITIES**

Messengers can be employed at most businesses, whether professional, commercial or the civil service.

## **PETROL-PUMP ATTENDANT**

*A Petrol-Pump Attendant sells petrol, diesel, oil and various car accessories.*

## **JOB CHARACTERISTICS**

- Establishing customer requirements and re-fuelling vehicles.
- Checking level of engine oil, battery and radiator fluids and topping-up if requested.
- Checking and adjusting tire pressure and washing windscreen if requested.
- Accepting payment or recording credit transactions.
- Ensuring correct payment and giving change if necessary.





## **REQUIREMENTS**

### **Secondary Education**

There are no specific educational requirements but employers prefer people with at least a Grade 8 certificate or equivalent qualification. Basic numeracy skills would be an added advantage.

### **Tertiary Education**

No tertiary training is provided, but candidates receive in-service training. At first the trainee will perform simple tasks like cleaning windscreens and will then gradually progress to perform more advanced work.

## **PERSONAL REQUIREMENTS**

A prospective Petrol-Pump Attendant should be friendly, honest and be able to communicate fairly well in order to understand instructions

clearly.

## **WORK OPPORTUNITIES**

A prospective Petrol-Pump Attendant can be employed at any service station.

### ***POST OFFICE CLERK***

*A Post Office Clerk deals directly with clients of the post office by rendering services; like selling stamps, receiving postal articles and handling savings accounts. A clerk in the office does bookkeeping, receives telegrams and performs various other clerical duties.*

## **JOB CHARACTERISTICS**

- Selling stamps, registering and fast-mailing envelopes and parcel containers.
- Paying out money, postal orders and pensions to clients.
- Receiving mail over the counter, effect money or telegram transfers.
- Advising clients on services.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a NSSC Grade 12 or equivalent qualification is required to be admitted for in-service training.

Recommended subjects: Mathematics and Accountancy



## **Tertiary Education**

A prospective Post Office Clerk will receive in-service training.

## **PERSONAL REQUIREMENTS**

A prospective Post Office Clerk should have an aptitude for language, a numerical ability and a good memory, as well as be honest, reliable, and neat and have good communication skills.

## **WORK OPPORTUNITIES**

Post Office Clerks are employed by NamPost.

## **SHUNTER**

*A yard official or Shunter controls the shunting movements of passenger coaches and goods wagons, using hand signals and radio communications.*



## **JOB CHARACTERISTICS**

- Connecting wagons to the correct train and forwarding it to its destination.
- Ensuring the wagons are properly coupled to each other and that the train has sufficient braking force for the proposed journey.
- Notifying the train driver of the shunting programme.
- Checking temperature of mechanically-refrigerated wagons and ensuring that cooling units of wagons work properly while waiting for a connecting train.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a Grade 10 certificate or equivalent qualification is a requirement. A higher qualification is, however, preferred.

## **Tertiary Education**

No formal tertiary training is provided in this regard. Candidates receive a six-week theoretical training course at TransNamib College as well as five-week practical training by working in a team with qualified persons. Candidates are tested after completion of the theoretical training period and a pass mark of 80% is expected. They must also complete a practical examination. After successful completion of both theoretical and practical tests a certificate is issued. The career path of a Shunter is as follows: Shunter, Leading Shunter, Foreman Shunter, Trains operating inspector, Trains operating supervisor.

## **PERSONAL REQUIREMENTS**

A prospective candidate must be reliable and responsible with no sight problems. He/she should also be able to maintain good interpersonal relationships and be physically fit since the job is very demanding.

## **WORK OPPORTUNITIES**

Employment opportunities exist at TransNamib.

Economists, Management Scientists, Clerical and Secretarial Occupations

- Branch Manager
- Business Economist
- Clerk

- Data Typist and Typist
- Economist
- Home Economist
- Health Economist
- Human Resources Manager
- Inventory and Stores Manager
- Marketing Manager
- Organization and Methods Practitioner
- Personal Assistant
- Production Manager
- Project Manager
- Purchasing Manager
- Receptionist
- Secretary

## **BRANCH MANAGER**

*A Branch Manager is responsible for the management of a speciality or a department store. He/she also per-forms a variety of tasks, ranging from administrative to supervisory functions.*

## **JOB CHARACTERISTICS**

- Planning, organising, co-ordinating and controlling the branch store.
- Planning and implementing policies.
- Making budgetary estimates.
- Negotiating with suppliers, customers and other organizations.
- Managing daily operations.
- Reporting to owners or directors.
- Supervising and training subordinate staff.

## **REQUIREMENTS**

### **Secondary Education**

An NSSC-O/H Grade 12 or equivalent qualification is required for studies in Namibia (UNAM and NUST).

Recommended subjects: Mathematics, Accounting, Economics and Business Studies.

### **Tertiary Education**

A person can, without any further studies, start working after school as a Salesperson or Trainee Manager. If a tertiary qualification is required, a wide variety of study areas in the commerce field (e.g. B. Economics., B. Business Admin. (UNAM); B. Business Admin (NUST) can be considered by the candidate.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites)

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## **PERSONAL REQUIREMENTS**

A prospective Branch Manager should be a mature person with a sense of responsibility and good leadership qualities. He/she should be very motivated, hard-working and willing to work overtime.

## **WORK OPPORTUNITIES**

Branch Managers can work at any store/ institution that sells products and/ or services.

## **BUSINESS ECONOMIST**

*A Business Economist is mainly engaged in determining and enhancing the functioning of individual enterprises in the larger economy. This role can be exercised by researching and collecting relevant business-related data to enhance the growth and development of an organization (business economic advisor) or by acting as full-time professional managers.*

## **JOB CHARACTERISTICS**

- Identifying business areas that might be profitable to the enterprise, developing these areas further and also identifying problem areas and transforming them into opportunities and challenges that can benefit the organisation as a whole.
- Keeping abreast of environmental factors (social, economic and political trends) abroad and at home

and reconciling these with internal developments (e.g. structural developments) of the organisation.

- Analysing the internal systems and workings of the organization and suggesting programmes of action to top management.
- Lecturing at polytechnics and universities on the implementation of business management as a science.

## **REQUIREMENTS**

### **Secondary Education**

An NSSC-O/H Grade 12 or equivalent qualification is required for studies in Namibia (UNAM and NUST) with a C symbol in Mathematics.

### **Tertiary Education**

UNAM offers a Bachelor of Economics (Honours) and NUST offers a Bachelor of Economics.

Compulsory Subject: Mathematics (NUST).

Recommended subjects: Economics, Business Studies and Accounting.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A Business Economist must have a broad interest in the business world, as well as be analytical and a critical thinkers. Communication and leadership skills are also important in this profession.

## **WORK OPPORTUNITIES**

A Business Economist is mainly employed by larger enterprises and by financial institutions. He/she can also start his/her consultancy.

### ***CLERK***

*A Clerk does routine office work which assists management and professional personnel to carry out their activities effectively.*

## **JOB CHARACTERISTICS**

- Purchasing and controlling an organisation's stock.
- Helping with accounting, bookkeeping records and computations.
- Taking messages and referring or answering questions of customers.
- Keeping registers, reports and manuals up to date.
- Taking minutes at meetings
- Doing simple calculations and keeping statistics and files up to date.

- Handling correspondence on various matters and distributing mail and notices.
- Distributing office implements to personnel.

## **REQUIREMENTS**

### **Secondary Education**

The minimum qualification is JSSC grade 10 or an NSSC-O Grade 12 or equivalent qualification.

### **Tertiary Education**

Tertiary education is not compulsory but for further development commercial courses can be followed at various private educational institutions in Namibia. In-service training under the supervision of senior personnel is generally provided.

For those who are interested in further studies, the Vocational Training Centres (VTCs) offers a course in Office Administration. Consult Namibia NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

Prospective candidates must be able to work neatly and accurately, be helpful, responsible and able to work in a team context. A Clerk should also be able to handle routine work.

## **WORK OPPORTUNITIES**

Most organisations and companies in Namibia require the services of Clerks to assist them in administrative tasks.

### ***DATA TYPIST AND TYPIST***

*A Data Typist “keys in” information from a source document into a computer. The typist transforms the original or draft material into final, neat and legible letters, articles or documents, by means of a word processor.*

## **JOB CHARACTERISTICS**

- Entering numerical and other data from source material into the computer.
- Entering data from source material in the form of perforations, on cards or paper tapes, by using a scanner and other devices.
- Ensuring that source document, computer files and equipment are saved and stored.
- Typing correspondence, business forms and other documents on a word processor.
- Planning and executing the layouts and format of documents, if not present.
- Altering, rearranging, correcting and editing typed text.

## **REQUIREMENTS**

### **Secondary Education**

At least an NSSC-O/H Grade 10 or equivalent qualification is required to be admitted to Vocational Training Centres but Grade 12 will be an added advantage.

Possession of at least an NSSC-O/H Grade 12 or equivalent qualification is required to be admitted to private colleges for typing/secretarial training.

### **Tertiary Education**

A candidate can complete a Bachelor’s degree in Office Management and Technology at NUST.

Investigate the TVET route by consulting NTA NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A candidate should have good language abilities, eye- hand co-ordination and concentration ability. Accuracy and tidiness are also important requirements.

## **WORK OPPORTUNITIES**

Data Typists and Typists can be employed by various public, private and semi-private organisations. Typists can advance to receptionists, private secretaries and higher positions.

### ***ECONOMIST***

*An Economist conducts research to improve or develop economic concepts, theories and operational methods used to understand and describe the behaviour of national and international markets for goods, services and*



*labour and advices on or applies methodologies to draw up economic policies and to formulate solutions to projected economic problems.*

## **JOB CHARACTERISTICS**

- Compiling, analysing and interpreting economic data, using economic theory and a variety of statistical and other techniques.
- Studying and dealing with various economic aspects, such as production and marketing methods, national and international trade trends, monetary, fiscal and pricing policies, employment, income, productivity and consumption.
- Advising on economic policy and courses of action to be followed in the light of past, present and projected economic factors and trends.
- Solving problems regarding the satisfaction of material needs of a population and bringing this in line with the utilization of scarce resources.

## **REQUIREMENTS**

### **Secondary Education**

An NSSC-O/H Grade 12 or equivalent qualification is required for studies in Namibia (UNAM and NUST) with a C symbol in Mathematics.

## **Tertiary Education**

UNAM offers a Bachelor of Economics (Honours).

NUST offers a Bachelor of Economics.

Compulsory subject: English and Mathematics (UNAM).

Mathematics – NUST.

Recommended subjects: Business Studies, Economics and Accounting

However, a prospective Economist should, pursue a Master's of Science programme in Economics. This post-graduate degree can be obtained from UNAM.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

An Economist should have an interest in social and economic matters and display a creative, thorough and analytical approach in problem-solving.

## **WORK OPPORTUNITIES**

Opportunities exist in trade, industry and financial institutions as well as the public sector. Qualified Economists with the necessary experience can also function as consultants.

## ***HOME ECONOMIST***

*A Home Economist helps other people improve the quality of their individual, family and community lives.*

*This field is related to career options involving food, nutrition, housing and clothing.*

## **JOB CHARACTERISTICS**

- Advising family members about finance, physical, and their general welfare.
- Organising lectures, demonstrations, pamphlets and cookbooks, in order to provide information to individuals and organizations.
- Teaching at schools, colleges, polytechnics and universities.
- Writing books or columns for newspapers and magazines.
- Testing recipes, preparing food for photography, advertising and demonstration purposes.
- Providing food to groups of people on a small or large scale basis.
- Decorating the interior of various private homes or large organizations.

## **REQUIREMENTS**

### **Secondary Education**

An NSSC-O/H Grade 12 or equivalent qualification, with passes in five subjects and at least 25 points on the UNAM point evaluation scale is required to be admitted to UNAM. Applications usually have to be accompanied by a medical report and candidates have to undergo a selection procedure.

Compulsory subjects: Biology (UNAM)

Recommended subjects: Home Economics and Biology (UNAM)

### **Tertiary Education**

A Bachelors of Education (Home Economics) degree can be completed at UNAM.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

### **PERSONAL REQUIREMENTS**

A candidate must have artistic talent, practical ability, leadership qualities and good interpersonal skills.

### **WORK OPPORTUNITIES**

Home Economists are employed by hospitals, hotels, catering firms, etc. Teaching positions exist at schools.

They can also be employed as consultants by health and community services.

### ***HEALTH ECONOMIST***

*A health economist applies economic theories to numerous health care related matters. A health Economist is important in maintaining health care systems.*

## **JOB CHARACTERISTICS**

- Piloting inquiries into the use of health care resources.
- Evaluating health care policies and finding resolutions to health care challenges.
- Strategising on the use of new technological inventions/apparatus and products.
- Assessing health care policies for efficacy (occupational health).
- Setting standards for evidence based practice.
- Ensuring that health care is sustained and that it functions within a safe and effective structure.
- Conducting survey on the use of health care services and how these services are employed in different setting of healthcare.

## **REQUIREMENTS**

### **Secondary Education**

An NSSC-O/H Grade 12 or equivalent qualification is required for studies in Namibia (UNAM and NUST) with a C symbol in Mathematics.

### **Tertiary Education**

UNAM offers a Bachelor of Economics (Honours).

NUST offers a Bachelor of Economics.

Compulsory subject: English and Mathematics (UNAM).

Mathematics – NUST.

Recommended subjects: Business Studies, Economics and Accounting

At the very minimum, a health economist usually requires an undergraduate degree in economics and relevant experience in health care management is essential.

Health Economist qualifications can be obtained from SADC institutions.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

Analytical, logical thinking and research capabilities with a deep interest in improving public health care.

## **WORK OPPORTUNITIES**

There are many opportunities for a health economist to work within the government sector as well as development partners.

## **HUMAN RESOURCES MANAGER**

*A Human Resources Manager develops and maintains policies and procedures dealing with the optimum and fair utilisation of employees to ensure that the aims of the company are reached. Furthermore, the Human Resources Manager advises the company's executives and line management on issues that affect employee and company performance and assist with aligning the human resources with the organization's strategies accordingly. A Human Resources Manager can specialise in any of the following fields: training and developing, organisational development, industrial relations, remuneration and staffing, and occupational health and safety (specifically with the city council).*

## **JOB CHARACTERISTICS**

- Facilitating human resources planning, recruiting and selecting persons to meet the organisation's needs.
- Determining conditions of service in line with legislative framework.
- Structuring remuneration and rewarding packages.
- Developing record keeping procedures.
- Measuring employer-employee relations, personnel turnover, performance assessment, social responsibility, affirmative action and settlement of disputes.
- Developing policies and procedures regarding performance assessment, affirmative action, social responsibility and conflict resolution.
- Training and developing employees to address individual and company needs.
- Advising top and line management on organisational development issues.
- Controlling relevant expenditure and ensuring the efficient use of resources.

## REQUIREMENTS

### Secondary Education

UNAM, NUST and IUM requires an NSSC O/H Grade 12 or equivalent qualification, with 25 points in five subjects.

### Tertiary Education

UNAM offers a Bachelor of Business Administration (Human Resource Management).

IUM offers a Bachelor Degree in Human Resources.

NUST offers a Bachelor of Human Resources Management.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## PERSONAL REQUIREMENTS

A prospective Human Resources Manager should be a self-organised person with integrity, leadership qualities and good interpersonal skills.

## WORK OPPORTUNITIES

Opportunities exist at most medium-sized and larger organisations as well as government departments.

## INVENTORY AND STOCK CONTROL MANAGER

*An Inventory and Stock Control Manager is responsible for the control, storage and distribution of an organization's production and maintenance spares.*

## JOB CHARACTERISTICS

- Ensuring the safety of the inventory as well as maintaining inventory records.
- Acknowledging the arrival of new stock and advising other interested departments thereof.
- Inspecting and checking all deliveries and returning rejected stock to suppliers.
- Checking all incoming accounts against issued purchase orders.
- Supervising the movement of stock to production areas.

## REQUIREMENTS

It's an entry-level position and requires very little experience to get started. Most employers will offer short-term, on-site training so you can learn how to use their equipment and meet all the job requirements. Tertiary qualification will be an added advantage.



## **Secondary Education**

For admission at NUST an NSSC O/H Grade 12 or equivalent qualification, with 25 points in 5 subjects, including English and Mathematics (D symbol) is required.

At least a NSSC O/H Grade 12 or equivalent qualification is needed by most institutions offering in-service training.

Compulsory Subject: Mathematics (NUST)

Recommended subjects: Mathematics, Accounting and Business Studies

## **Tertiary Education**

NUST offers a related course of Bachelor of Logistics (Honours), and for admission into the above programme, the candidate must hold a Bachelor's degree in Business Management, Business Computing or Economics. Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Inventory and Stores Manager must be an honest and accurate person with good writing and organisational skills.

## **WORK OPPORTUNITIES**

Inventory and Stores Managers are employed at companies that deliver goods and render the same services as large retail stores.

## **MARKETING MANAGER**

*A Marketing Manager plans, directs and co-ordinates the marketing activities of the enterprise or organisation under broad guidance of and in consultation with managers of other departments.*

## **JOB CHARACTERISTICS**

- Planning and directing the marketing activities of the enterprise or organization.
- Preparing and co-ordinating a marketing strategy for the enterprise or organisation.
- Planning and organising special marketing programs based on market assessments.
- Controlling expenditure and ensuring the efficient use of resources.
- Establishing and directing operational and administrative procedures.
- Planning and directing daily operations.
- Overseeing the selection, planning and performance of staff.
- Identifying marketing strengths, weaknesses, opportunities and threats.
- Representing the department in its dealings with other parts of the organisation or with outside bodies.



- Evaluating marketing performance on an ongoing basis and taking corrective measures.

## **REQUIREMENTS**

### **Secondary Education**

An NSSC-O/H Grade 12 or equivalent qualification is required for studies at UNAM with 25 points in five subjects and a D symbol in English as a first language and C symbol at second language level and D symbol in Mathematics.

An NSSC-O/H Grade 12 or equivalent qualification is required for studies at NUST with 25 points in five subjects and a D in English.

Compulsory subject: English (UNAM).

Recommended subjects: Business Studies, Economics and Accountancy

### **Tertiary Education**

A Bachelor's degree in Administration (Marketing Management) can be followed at UNAM.

A Bachelor's degree in Marketing can be obtained after a minimum of three year full-time and four years part-time study at NUST.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate has to be disciplined, be able to work quickly and accurately and have good communication skills. Innovation and open-mindedness are important traits of the successful Marketing Manager.

## **WORK OPPORTUNITIES**

Marketing Managers can be employed by most large companies or act as consultants for such companies.

## **ORGANIZATION AND METHODS PRACTITIONER**

*Organization and work study officers act as agents of change, providing a problem-solving advisory service to all levels of management. They support management and effectively help them to achieve the organizational goals with regard to profit, cost-effectiveness, quality and productivity. Organisation and work study officers aim to increase productivity by identifying and eliminating any form of “waste”. This includes any aspect that may cause delays or has an adverse effect on the quality or quantity of work “Work study” officer is the term generally used when the role involves the analysis of production work, whereas “organisation and methods” officers are more likely to study commercial and office work and workers.*

## **JOB CHARACTERISTIC**

Organization and Work Study Practitioners’ day to day activities may differ dictated by the setting and their days are rarely the same.

- Determining the resources essential for different work processes in terms of the time required and the number of personnel in order to establish the most efficient methods of production
- Analysing and improving the numerous factors that impact people in their work environment.
- Conducting extensive research into current labour practices and submitting reports with specific recommendations with regard to the eradication of waste, increase in productivity or where costs could be saved.
- Conducting research and determining or advising on existing levels of sales for particular products or services as well as assessing potential markets and future trends.
- Providing advice concerning patents and assisting in the preparation of applications, or scrutinizing submissions submitted for registration, as well as compiling reports, submitting reasons for rejection or granting of a patent.
- Studying and advising on financial, legal, organisational, marketing and other aspects related to the setting-up and running of a business.
- Analysing current labour practices and developing new ones by means of various work-study methods.

## **REQUIREMENTS**

### **Secondary Education**

An NSSC-O/H Grade 12 or equivalent qualification is required for studies in Namibia (UNAM and NUST) with a C symbol in Mathematics.

Compulsory subject: English and Mathematics (UNAM).

Mathematics – NUST.

Recommended subjects: Business Studies, Economics and Accounting

Possession of at least a NSSC-H Grade 12 or equivalent qualification with matriculation exemption or outstanding NSSC-O Grade 12 or equivalent is required to be admitted to other SADC tertiary institutions.  
Recommended subject: Mathematics

### **Tertiary Education**

UNAM offers a Bachelor of Economics (Honours).

NUST offers a Bachelor of Economics.

A B. Sc., B. Com., B. Admin., B. Econ. or B.A. degree can be completed at UNAM. Although these courses can offer a sound background, they do not equip the person to work as an organization and work-study officer. Some SADC tertiary institutions offer the N. Dip.: Organization and Work-study/Management Services offered in three fields of Specializations namely Factories, Offices and Civil Service. Another relevant course is the N.Dip. Production Management offered at some SADC institutions.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

### **PERSONAL REQUIREMENTS**

A prospective Organization and Work-study Practitioner should have the ability to think logically, be patient, original, objective, inquisitive, persevering, and precise and maintain good interpersonal relationships. He/she must always behave tactfully and inspire confidence and trust so that whole-hearted co-operation can be obtained.

## WORK OPPORTUNITIES

A prospective Organization and Work-study Officer can be employed in the Public Service, municipalities as well as in private organisations as Organization and Methods Officer, Work Study Officer, Productivity Analyst and Human Resource Analyst.

## PERSONAL ASSISTANT

*Personal Assistants (PAs) assists in the daily business and personal tasks of their employer (boss); they manage their employer's time by scheduling appointments, management conferences and travel arrangements, as well as coordinating all activities that fall under a PA's job description.*

## JOB CHARACTERISTICS

- Screening telephone calls, enquiries and requests, and handling them when appropriate
- Meeting and greeting visitors at all levels of seniority
- Organising and maintaining diaries and making appointments
- Dealing with incoming email, faxes and post, often corresponding on behalf of their manager
- Taking dictation and minutes
- Carrying out background research and presenting findings
- Producing documents, briefing papers, reports and presentations
- Organising and attending meetings and ensuring their manager is well-prepared for meetings
- Liaising with clients, suppliers and other staff
- Deputising for the manager, making decisions and delegating work to others in the manager's absence
- Devising and maintaining office systems, including data management, filing etc.
- Arranging travel and accommodation and occasionally travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations.

## REQUIREMENTS

### Secondary Education

Possession of a NSSC-O/H grade 12 or equivalent qualification and 25 points on the UNAM evaluation scale is required to enrol at UNAM or NUST.

### Tertiary Education

There are no specific training programmes required for Personal Assistants but interested individuals may follow a certificate, diploma or degree in Bachelor of Office Management and Technology (Executive Secretarial courses), Business Administration at NUST. UNAM offers a Bachelor's degree in Business Administration. IUM and LINGUA also offers Business Administration courses.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## PERSONAL REQUIREMENTS

A prospective Personal Assistant should be initiative, possess leadership skills, able to work under stress, be tactful, organized and diplomatic. He/she should have effective communication skills, be able to maintain confidentiality and display excellent judgement.

## **WORK OPPORTUNITIES**

Personal Assistants are employed by the Public Service, Parastatals, and Private Companies.

### ***PRODUCTION MANAGER***

*A Production Manager plans, directs and co-ordinates activities concerning the production of goods or the provision of services under the broad guidance of Directors and Chief Executives and in consultation with Managers of other departments.*

### **JOB CHARACTERISTICS**

- Managing the organisation's production line to ensure that the highest production standard is maintained.
- Taking part in decisions concerning the layout of the enterprise, the size and range of the product or service to be rendered, the design and organisation of the work processes, work standards and

compensation of the employees.

- Directing daily operations.
- Reviewing the results and reporting them to directors and chief executives

## **REQUIREMENTS**

### **Secondary Education**

UNAM and NUST require an NSSCO/H Grade 12 or equivalent qualification, with passes in five subjects and a minimum of 25 points on the UNAM as well as NUST point evaluation scales. UNAM requires candidates to obtain a D symbol in English at first language level and C symbol at

second language and a D symbol in Mathematics. For NUST, the candidate should have a C symbol in Math-ematics.

### **Tertiary Education**

UNAM offers a Bachelor of Economics (Honours) and NUST offers a Bachelor of Economics which could be relevant to the career of Production Management.

Compulsory subject: English and Mathematics (UNAM).

Mathematics – NUST.

Recommended subjects: Business Studies, Economics and Accounting

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Production Manager should be a practical problem solver, who is able to maintain good inter-personal relations.

## **WORK OPPORTUNITIES**

Production Managers are employed by factories and manufacturing organisations in the private sector.

## **PROJECT MANAGER**

*A Project Manager usually co-ordinates and monitors operations of the people on the ground and other stake-holders.*

## **JOB CHARACTERISTICS**

- Channelling information within and outside the team.
- Directing and co-ordinating human and material resources throughout the life of a project by using modern management techniques to achieve predetermined objectives of scope, cost, time, quality and participant satisfaction.

- Applying the principles of time, scope, cost, quality, human resources, communication, and risk and contract/procurement management in order to facilitate the successful implementation and execution of any type of effort which qualifies as a project.
- Ensuring that the flow of information is adequate.

## **REQUIREMENTS**

### **Secondary Education**

A NSSC-O/H Grade 12 or equivalent qualification with 25 points in five subjects on the UNAM and NUST point evaluation scales.

### **Tertiary Education**

A professional qualification e.g. Diploma or Degree in a specific area is necessary for one to become a Project Manager in a certain career.

Short courses and Postgraduate training in Project Management can be completed at UNAM, NUST or any other SADC institutions.

Investigate the Technical and Vocational Education Training (TVET) route by consulting Namibia Training Authority (NTA) and Namibia Qualifications Authority (NQA) accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate should have good communication skills, as well as leadership skills, since he/she works with a wide range of people on a day-to-day basis.

## **WORK OPPORTUNITIES**

Work opportunities exist in Government, NGOs, international and private companies.

## **PURCHASING MANAGER**

*A Purchasing Manager plans, directs, and co-ordinates the effective supply and demand of raw material, equipment and services of an enterprise. A purchaser will work under the broad guidance of directors, chief executives and in consultation with other departments.*

## **JOB CHARACTERISTICS**

- Planning, directing and co-ordinating supply, storage and distribution activities of the enterprise or organisation.
- Negotiating purchase contracts, agreeing to a suitable price with suppliers and ensuring the quality of the goods purchased.
- Planning and installing systems for inventory control.
- Controlling expenditure and ensuring the efficient use of resources.
- Establishing and directing operational and administrative procedures.
- Planning and directing the daily activities of the company and staff.
- Representing the department in its dealings with other parts of the organisation or with outside bodies.

## **REQUIREMENTS**

### **Secondary Education**

UNAM and NUST require an NSSCO/H Grade 12 or equivalent qualification, with passes in

five subjects and a minimum of 25 points on the UNAM as well as NUST point evaluation scales. UNAM requires candidates to obtain a C symbol in English and C symbol in Mathematics. NUST requires a C symbol in Mathematics.

### **Tertiary Education**

UNAM offers a Bachelor of Economics (Honours).

NUST offers a Bachelor of Economics.

Compulsory subject: Mathematics (NUST).

English and Mathematics (UNAM).

Recommended subjects: Business Studies, Computer Studies, Accountancy and Economics.

Investigate the Technical and Vocational Education Training (TVET) route by consulting Namibia Training Authority (NTA) and Namibia Qualifications Authority (NQA) accredited courses and institutions (see the back of the book and their websites).

A National Diploma: Purchasing Management extending over three years can be followed at certain SADC Institutions.



## **PERSONAL REQUIREMENTS**

A prospective candidate should be of integrity, willing to take risks, have good judgment and organisational skills and initiative.

## **WORK OPPORTUNITIES**

Purchasing Managers can be employed by most retail organisations or industries, private organisations, the city council, manufacturing firms and the civil service.

## **RECEPTIONIST**

*A Receptionist receives clients, provides information and makes appointments on behalf of various establishments. A Receptionist is the first person that a client/caller sees or speaks to and it is, therefore, of utmost importance that a good first impression is created.*

## **JOB CHARACTERISTICS**

- Receiving clients, noting inquiries and providing relevant information.

- Making appointments for clients and attending to their record cards.
- Dealing with telephone requests for information or appointments.
- Ensuring that clients and customers are referred to the correct staff members who can take care of their specific problems.
- Making reservations and arranging registration for hotel guests as well as keeping records or presenting bills on departure.
- Supplying information pamphlets, brochures or forms on request.
- Typing and doing basic office-administration work.



## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a Grade 10 or NSSC-O Grade 12 or equivalent qualification, is required to enrol at private colleges.

Recommended subject: Typing

### **Tertiary Education**

Consult NTA and NQA accredited courses and institutions (see the back of the book and their websites). This type of training should be regarded as career development rather than an essential tertiary qualification to become a Receptionist, as many companies offer in-service training to potentially suitable candidates.

## **PERSONAL REQUIREMENTS**

A prospective Receptionist should have a charming personality and be substantially presentable. The person should also be friendly, tactful and able to deal with strangers comfortably.

## **WORK OPPORTUNITIES**

Receptionists are employed by most organisations.

### ***SECRETARY***

*A Secretary uses typewriters and word-processing equipment to check and transcribe correspondence and*

*other documents. He/she also deals with routine administrative duties.*

*As a career progression, secretary with many years of experience may become an Executive Secretary.*

## **JOB CHARACTERISTICS**

- Checking and transcribing correspondence, minutes and reports from dictation or written drafts by using typewriters or word processors.
- Scanning, recording and distributing mail, correspondence and documents.
- Screening requests for meetings or appointments and helping to organise meetings.
- Screening and recording leave and other staff-member entitlements.
- Organising and supervising filing systems.
- Making appointments for their employer.
- Taking minutes.

## **REQUIREMENTS**

### **Secondary Education**

A possession of NSSC-O/H certificate with minimum of 17 points in 5 subjects is required for certificate courses and a minimum of 20 points in 5 subjects is required for the Diploma courses.

Compulsory subject: Typing

Recommended subject: Economics, Business Studies and Accounting

### **Tertiary Education**

IUM offers a Certificate in Secretarial and Office Administration as well as a Diploma in Office Administration. Various other secretarial courses can be followed at private training. Consult NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate must be a friendly person and able to deal tactfully with clients and members of the public. Honesty, integrity, and high ethical standards are essential qualities. The person must also be able to work accurately and neatly.

## **WORK OPPORTUNITIES**

Secretaries are employed by public and private organisations.

### **Education Professionals and Communication Occupations**

- Advertising Industry, Careers in the...

- Announcer (Radio and Television)
- Archivist
- Film and Television Production, Careers in...
- Interpreter
- Journalist
- Lecturer
- Librarian
- Public Relations Officer
- Record Manager
- Teacher
- Training Officer
- Translator

## **ADVERTISING INDUSTRY, CAREERS IN THE...**

Advertising is one of the most stimulating and rewarding careers that opens up several career opportunities to individuals. The purpose of advertising is to communicate the benefits of the product or service to the general or specific section of the public.

### **JOB CHARACTERISTICS**

There are three parties concerned with advertising:

1. The production industry or commercial firm (the client) who wishes to advertise its product or service.
2. The advertising agency which launches the advertising campaign on behalf of its client.
3. The media (press, radio, television, cinema) in which the advertisement appears.

In an advertising agency the following departments attend to the needs of the client:

### ***Art direction and graphic design***

- Designing the illustration and lettering of advertisements, and therefore this person must constantly come up with new ideas.
- Combining the elements of an advertisement for easy reading and to get the attention of the reader/viewer.
- Designing logos, corporate identities, packaging and label designs, editorial or magazine designs and layouts.

### ***Client Service***

- Presenting or selling the agency's advertising campaign to the client.
- Explaining in detail to the client the advantages of a proposed campaign.
- Making the necessary changes in accordance with the needs or wishes of the client.
- Keeping themselves up to date with the client's products, selling techniques, markets, competitors and advertising policies.

### ***Copy-Writing***

- Creating the wording and slogans of advertisements.

### ***Marketing Research***

- Understanding consumers' attitudes, perceptions and behaviour.
- Arranging for the testing of concepts and advertisements that the agency is producing.
- Consulting on research requirements.
- Briefing research institutions on research products, with subsequent implementation, and reporting on the final study.
- Analysing and interpreting research data and reports.
- Conducting desk research from existing sources in the development of advertising plans.

### ***Media Management***

- Exposing the advertisement to the correct target market at the most economical cost.
- Providing the best possible coverage and reach. In order to do this the media manager, media planners and media buyers have to know about all the possible ways of advertising, namely through the press, television, radio, bus, bus shelter advertising, etc..

## **REQUIREMENTS**

### **Secondary Education**

UNAM and NUST require an NSSC - O / H Level Grade 12, with passes in five subjects or equivalent qualification and a minimum of 25 points on their point evaluation scales. International University of Management (IUM) requires an NSSC-O/H grade 12 or relevant qualifications, with at least 25 points in five subjects and a D in English.

The College of the arts requires 17 points in grade 12 with a C in English. For mature age entry candidates must be 23 years of age, plus three years of industry experience.

Compulsory subjects: Depends on the course to be followed.

### **Tertiary Education**

UNAM offers a four year Bachelor's. Degree in Media Studies, This programme allows students to specialise in Advertising from the third year level A Bachelor's degree in Journalism and Media Technology, and Marketing is offered by NUST. IUM Offers a Bachelor's degree in Marketing Management and College of the Arts offers a Diploma in New Media Designs.

Explore other TVET routes; see NTA and NQA accredited courses and institutions (see the back of the book and their websites).

### **PERSONAL REQUIREMENTS**

People in the field must, in general, possess good writing and verbal communication skills. They must at all times be alert to the latest developments in the advertising field. Art directors and graphic designers must have

artistic ability, while the media manager must be able to work with figures in a creative environment.

## **WORK OPPORTUNITIES**

Candidates in the advertising field can be employed by an advertising agency.

### **ANNOUNCER (RADIO AND TELEVISION)**

*An Announcer reads news bulletins, conducts interviews and makes other announcements or introductions on radio, television or in theatres and other establishments. A programme Announcer is the link between a corporation and the public and to a large extent determines the success and popularity of the broadcast. In Namibia the announcer is in many instances also the producer.*





## **JOB CHARACTERISTICS**

- Reading news bulletins and making other announcements on radio or television.
- Introducing performing artists or interviews as well as making related announcements on radio, television or in theatres, night clubs and other establishments.
- Conducting interviews, compiling documentary or musical programmes.
- Doing research to ensure that their programmes are acceptable, factually correct and interesting.
- Anticipating the audience's expectations and preparing him/her to satisfy these needs.

## **REQUIREMENTS**

### **Secondary Education**

Possession of an NSSC O or H level Grade 12 with passes in five subjects and a minimum of 25 points on the UNAM and NUST point evaluation scales. NUST also requires a pass in special English and Journalism related general knowledge test. The NBC expects the candidate to be in possession of an NSSC Grade 12 for their internship.

Compulsory subjects: None.

Recommended subjects: History, Music, Languages, Art and other subjects within the Social Sciences.

### **Tertiary Education**

UNAM offers a B. A. degree in Media Studies or related B. A. in Languages, while the NUST offers Bachelor's degrees in Journalism, Communication and Languages.

Explore other TVET routes; see NTA and NQA accredited courses and institutions (see the back of the book and their websites).

Most SADC Universities offer the same degree in Communication, Languages and Journalism.

The Namibian Broadcasting Corporation (NBC) offers a traineeship scheme for potential announcers which last one year. Candidates, who possess a good voice, reading skills and knowledge of their mother tongue and other local or international languages, can arrange for an audition at any local television or radio station.

## **PERSONAL REQUIREMENTS**

Prospective announcers should have excellent knowledge of their mother tongue and be able to use it confidently and comfortably. They must have a pleasant, well-controlled voice, and excellent pronunciation. They should also have an interest in the field related to the announcements being made.

## **WORK OPPORTUNITIES**

Announcers can be employed by the NBC, independent radio stations and as public announcer on different events such as fundraising, weddings, and festivals.

## **ARCHIVIST**

*Archivists acquire, manage and preserve documents that have long lasting value of historical and informational nature; and provide access thereto. An Archivist's field of responsibility is therefore the preservation, care and provision of access to official documents, i.e. Government, parastatal and private collections. Private collections and personal documents of institutions, that contain historical information, are also stored.*

## **JOB CHARACTERISTICS**

- Evaluate or appraise records for acquisition;
- Arrange and describe archival materials;
- Directing or carrying out the preparation of indexes, bibliographies, microfilm copies and other references to make them available to users showing historical interest.
- Develop finding aids to facilitate access to stored material;
- Provide access and reference services through face to face or other means; and maintain user-friendly computer aided search systems;
- Advise users on how best to access and use archives;
- Liaise with donors and depositors of archival materials;
- Develop archives management policies and procedures and provide training; and
- Identify and implement strategies to protect and preserve archival collections.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires an NSSC O or H Level Grade 12, with passes in five subjects or equivalent qualification and a minimum of 25 points on the UNAM point evaluation scale. Possession of at least a NSSC-H Grade 12 or

equivalent qualification with matriculation exemption or outstanding NSSC-O Grade 12 or equivalent is required to be admitted to other SADC

tertiary institutions.

Recommended subjects: History and Languages

### **Tertiary Education**

A B.A Degree Records and Archives Management (Honours) is offered at UNAM.

A Diploma in Records and Archives Management provides a qualification for the para-professional positions. Other Universities enrol first degree holders for a postgraduate degree in records and archives management. Records and archives management degree and diploma programmes are offered by various SADC tertiary institutions.

An Archivist can specialise in various directions such as records management, audio-visual archives, preservation and restoration.

### **PERSONAL REQUIREMENTS**

An archivist should have strong research and writing skills; exhibit attention to detail; have strong communication, problem solving, analytical and organisational skills. He/she must also have an inquiring mind, be patient and versatile and must be service-oriented.

## **WORK OPPORTUNITIES**

Archivists can be employed by different types of archival institutions such the National Archives of Namibia, museums, and institutions of higher learning or at private institutions.

## ***FILM AND TELEVISION PRODUCTION, CAREERS IN...***

*The film and television production teams are divided into four departments: decor services, scenic services, field production and support services. Film and television production is primarily a team effort.*

## **JOB CHARACTERISTICS**

### **A Camera Operator**

- Films events by making use of specialised equipment such as video cameras, sound equipment and lighting equipment.
- Captures events on camera artistically and professionally, usually on the instruction of the producer or reporter.
- Handles technical quality control during the shooting or recording of an event or production.

### ***A Decor Constructor***

- Puts the scenic designer's ideas into practice.
- Produces life-like sets, by using various materials.

### ***A Film/Video Editor***

- Edits the shots into a logical and artistic programme after receiving the prints and sound tracks.
- Works in close contact with the producer.
- Advises the producer on the capabilities and limitations of the

### ***Editing Equipment.***

- Designs and creates video effects.

### ***A Film Preparation Officer***

- Prepares films and sound tracks up to finalisation.
- Examines films for problems, such as scratches and bad joins.

### ***A Film-Sound Operator***

- Uses a portable tape recorder to record a sound tape.
- Does language dubbing.
- Creates sound images through sound mixing.
- Controls the technical quality of sound recordings.
- Suggests and creates appropriate sound effects to enhance the overall effect of sound recordings.
- Selects the type and location of microphones to obtain the best sound on outside locations or in studio.

- Controls the audio equipment to regulate the volume level and quality of sound during television broadcasts according to the script and instructions from the director or technical producer.
- Synchronizes the sound with picture presentation.
- Does the final mix of the various sounds.
- Produces the final sound track.

#### ***A Final Control Operator***

- Directs all television transmissions from the final control centre. To be able to do this, he/she must have thorough knowledge of all aspects of television operations.

#### ***A Graphic Artist***

- Plans and arranges an effective presentation of television visuals according to aesthetic design concepts, by making use of illustrations and photographic techniques.
- Prepares a series of drawings to illustrate sequences and times story development for television production (only in some cases).
- Creates animated portions or still graphics for logos or programmes, televisions scenes, advertisements, presentations and promotions.

#### ***A Lighting Designer***

- Ensures that lighting meets broadcast standards, by keeping the set design, props and costumes in mind.
- Creates sunsets and night scenes effectively. He/she should therefore, have a flair for colour and knowledge of electricity.

### ***A Lighting Operator***

- Determines what lighting is needed during the recording or transmission of a programme or film.
- Plots the lighting and the sequence of lighting changes and feeds this information into the computer.

### ***A Model Builder***

- Builds different models such as marionettes, puppets, replicas of buildings, etc. He/she should therefore have knowledge of mechanics and electronics.

### ***A Producer***

- Makes use of his/her creativity to produce the best possible visual and sound effects.
- Decides on such details as decor, lighting and music.
- Controls the production budget, the production team and any other parties involved.

### ***A Programme Assessor***

- Screens and evaluates the content of purchased television programmes, in terms of technical quality, format, public's information needs, and whether they are compatible with the broadcasting corporation's value standards.
- Judges, detects and recommends the deletion of vulgar and immoral segments or statements from programme material.
- Transfers material into the broadcasting's own tape stock for future processing.

### ***A Scene Designer***

- Designs and plans the construction of décor in collaboration with the producer.
- Gathers detailed information by looking at the script and uses it as a guideline.

### ***A Scene Painter and Sign-writer***

- Paints backdrops to complete the decor sets.
- Makes signboards for sets of shops, ships, offices, etc..
- Does silk-screening.

### ***A Script-writer***

- Considers various filming techniques and other technical aspects. Also called the architect of the film.
- Writes all continuity outlines and the scripts that are read by presenters when introducing or promoting upcoming programmes.
- Writes scripts for productions

### ***A Special Effects specialist***

- Takes care of and is responsible for non-electronic effects, such as smoke, snowstorms, fire and explosions that may be required on the set.

### ***A Title Generator Operator***

- Creates the titles used in programmes by making use of an electronic processing system and computer keyboard.

### ***A Videotape Recorder***

- Handles the video-recording equipment.
- Views pre-recorded programmes and edits them before transmission.
- Controls the video of a TV-signal.
- Previews all upcoming programmes to determine whether the signal is functioning properly and that the programme will be ready for transmission at the required time.
- Does the physical transmission to the viewers, and is responsible for vision mixing.
- Sets up and operates video-taping equipment to record and playback television programmes.
- Selects sources for programme recordings, to do satellite recordings and satellite dish control.
- Dubs, edits and vision mix films.

### ***A Vision Controller***

- Ensures that the visual aspects of broadcast are of the highest quality, for example, making sure that the lighting is correct.

### ***A Vision Mixer***

- Follows the script and the instructions of the producer closely to combine the scenes accurately by cutting, mixing and using other special effects. They require skill, speed and the ability to work under pressure.

## **REQUIREMENTS**

### **Secondary Education**

Possession of an NSSC O or H Level Grade 12 or equivalent qualification with passes in five subjects and 25 points on the UNAM as well as the NUST point evaluation scales are required.

Recommended subjects: Mathematics, Computer Studies, Art for graphic designers.

### **Tertiary Education**

UNAM offers a 4-year Bachelor's degree in Media Studies, or a four-year B.A. degree in Fine and Performing Arts, where a student can take Drama or Music as a major subject.

Namibia University of Science and Technology offers a Bachelor's degree in Journalism and Media Technology, with specialisations in Multimedia Design and Production, Journalism, Public Relations and Communication. COTA requires NSSC O/H grade 12 with 17 points and C or D in English.

Explore other TVET routes; see NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate must have a well-developed artistic sense and should be able to get on well with other people. A candidate should also have knowledge of complicated electronic equipment.

## **WORK OPPORTUNITIES**

People in the film and television production field are employed by the NBC, private film and production companies and theatres.

## ***INTERPRETER***

*An Interpreter is a person who verbally translates messages from one language into another, while making sure that the correct meaning of the original message is retained.*

## **JOB CHARACTERISTICS**

- Receiving and transmitting not only the spoken words, but also the attitude and demeanour of the witness or speaker.
- Facilitating communication within a multi-lingual environment.
- Verbally translating a message into another language, while the speaker continues. The interpreter has to remember what the speaker has said, understand and relay the core of the message, and at the same time listen to the speaker's next sentence.
- Listening to a message with the aid of a headpiece, and translating via a microphone. Delegates are thus able to listen to the discussion in a language of their choice.
- Performing clerical duties, such as the enrolment of court cases.
- Filing of court records.



## **REQUIREMENTS**

### **Secondary Education**

The minimum requirement for an interpreter is a Grade 10 certificate or equivalent qualification. For more senior positions a Grade 12 or equivalent qualification with relevant experience is required for court interpreters. Recommended subjects: English and at least two other indigenous languages.

### **Tertiary Education**

In-service training is provided by some institutions in Namibia. A Post Graduate Diploma in translation is offered at UNAM. NUST offers a 4-year Bachelor's degree in English.

Training in Interpretation is also offered at some SADC Institutions.

## **PERSONAL REQUIREMENTS**

A prospective candidate must have an aptitude for languages and a sound general knowledge. He/she should have a good memory and the ability to speak in public. He/she must be able to instantly comprehend and convert one language into another.

## **WORK OPPORTUNITIES**

Interpreters are mainly employed at courts, large conferences, tour agencies and some government departments.

## **JOURNALIST**

*A Journalist gathers correct and relevant information on a specific subject, event, occurrence or person, and then writes a clear, interesting and concise article for press, radio and television purposes, the public relation division of a company or other institutions, as well as related news media. A Journalist can specialise in a particular field such as: politics, economics, sport, crime, environment, development and so on.*

### **JOB CHARACTERISTICS**

- Collecting, reporting and commenting on news and current affairs for publication in newspapers and periodicals, or for broadcasting by radio or television.
- Verifying facts through interviews, observations and research.
- Evaluating and following leads or tips and developing them into a story idea.
- Meeting new people every day and travelling extensively.
- Writing editorials and selecting, revising, arranging and editing articles and other materials for publication in newspapers and periodicals.

### **REQUIREMENTS**

#### **Secondary Education**

UNAM and the NUST require a NSSC O or H Level Grade 12 or equivalent qualification, with passes in five subjects and a minimum of 25 points on their point evaluation scales. NUST also requires a pass in a special English and Journalism related general knowledge test.

Compulsory subjects: None

Recommended subject: English, History

#### **Tertiary Education**

UNAM offers a B. A. (Media Studies) degree, with Journalism as one component of the course. Students can specialise in the Public Relations from the third year level.

The course also includes internship and field attachment from the second year of studies.

NUST also offers a Bachelor's degree in Journalism and Media Technology.

Explore other TVET routes; see NTA and NQA accredited courses and institutions (see the back of the book and their websites).

### **PERSONAL REQUIREMENTS**

A prospective candidate should have good communication skills and possess good general knowledge. He/she should also be outgoing, sociable, inquisitive, accurate and objective. A journalist must be able to work under pressure and as a team member. A love for writing and a strong desire to pursue facts are essential qualities.

### **WORK OPPORTUNITIES**

A journalist can be employed by newspaper publishers, broadcasting stations, magazines, news agencies, embassies as well as in public relations departments / organisations. He/she can become self-employed as freelancers, correspondents, or start his/her own newspaper, radio or television station. A Journalist can also be a commentator on specific topics.

## **LECTURER**

*A Lecturer is a specialist in his/her field who lectures and provides tuition, assignments and guidance to students on a tertiary level of education and who conducts research and develops concepts, theories and operational methods.*

## **JOB CHARACTERISTICS**

- Preparing and presenting lectures and conducting tutorials, seminars and laboratory experiments.
- Preparing, evaluating and marking examinations.
- Stimulating discussions and independent thought among students and guiding students in their independent research efforts.
- Attending seminars, symposia and conferences and thus coming into contact with experts in his/her field of specialization.
- Participating in decision-making processes concerning the college or University, departmental, budgetary and other policy matters.
- Assisting with extra-curricular activities such as sport and cultural events.

## **REQUIREMENTS**

### **Tertiary Education**

Advanced, postgraduate tertiary qualifications are required for lecturing (preferably a Master's degree or Doctorate). The field of specialisation will depend on the individual's choice. Training regarding the principles of lecturing and tuition is mostly received on the job. Lecturers are expected to constantly better their qualifications in order to acquaint themselves with development in their field of study.

## **PERSONAL REQUIREMENTS**

A prospective Lecturer should be intelligent, responsible, tactful and patient. He/she should also be scientifically-oriented, have good communication skills and be a people-oriented person.

## **WORK OPPORTUNITIES**

Opportunities exist at colleges, polytechnics and universities. With sufficient experience a lecturer can also give private classes.

## ***LIBRARIAN***

*A Librarian selects, collects, acquires, organises and facilitates access to a vast amount of information sources in published, audiovisual, electronic and other formats. He/she is concerned with making this data and their sources available to the target population as efficiently and timely as possible and whenever needed.*

## **JOB CHARACTERISTICS**

- Selecting, developing, organising and maintaining systematic collection of books, periodicals, printed, electronic and audio-visual material, and items of artistic, cultural, scientific or historical significance.
- Disseminating information.
- Providing training for print and electronic information retrieval to users.
- Directing and undertaking cataloguing, classification, indexing or abstracting of library material.
- Organising and administering circulation systems and information networks.
- Conducting research and contributing to the literature of the profession.
- Promoting literacy.
- Providing user education.
- Developing and maintaining electronic/on-line-databases.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires a NSSC O or H Level Grade 12 or equivalent qualification, with passes in five subjects and a minimum of 25 points on the UNAM point evaluation scale.

### **Tertiary Education**

UNAM offers a Bachelor's degree in Library Science as well as Diplomas in Library Science and Record and Archives Management.

## **PERSONAL REQUIREMENTS**

A prospective candidate should have an inquisitive mind, be neat, and have good communication skills. He/she should have good general knowledge about a wide variety of fields.

## **WORK OPPORTUNITIES**

Librarians and information workers are employed in schools, tertiary and other educational institutions, para-statal, government institutions, city councils, as well as private

organisations.

## ***PUBLIC RELATIONS OFFICER***

*A Public Relations Officer (PRO) is concerned with establishing effective and coordinated communication between organisations and its target groups affected by its activities.*

## **JOB CHARACTERISTICS**

- Planning and conducting public relations programmes, explaining requirements and assigning tasks to own or freelance publicity writers.
- Arranging associated photography or obtaining illustrative materials for publication to create the most favourable publicity for the enterprise or institution.
- Representing the enterprise, institution or client in dealing

with the press, radio, television and other publicity media and attending meetings and social or other functions.

- Using specific public-relations techniques to obtain desired publicity.
- Organising exhibitions, conventions, competitions and social functions to promote goodwill and favourable publicity for the enterprise or institution.
- Advising management on a wide range of matters affecting an organisation's internal and external relations.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires a NSSC O or H Level Grade 12 or equivalent qualification, with passes in five subjects and a minimum of 25 points on the UNAM and NUST point evaluation scales.

Recommended subjects: Language

### **Tertiary Education**

UNAM offers a B. A. (Media Studies) degree, with Public Relations as a specialisation from the third year level.

NUST also offers a Bachelor of Journalism and Media Technology; a Bachelor of English degree and a Bachelor of Communication degree.

## **PERSONAL REQUIREMENTS**

A prospective candidate should be a people-oriented person with leadership skills. He/she should also have broad knowledge of human relations, communication science, an understanding of the characteristics of the population groups of the country, and possess sound judgement. Personal attributes include maturity, integrity, initiative, the ability to work under pressure and an inquisitive and critical mind.

## **WORK OPPORTUNITIES**

A Public Relations Officer can be employed by any type of organization, government departments, control boards, municipalities, mining companies, charity organizations and a host of other commercial and industrial organisations.

## **RECORD MANAGER**

*A Records Manager is responsible for the effective and efficient management of an organisation's records throughout their entire life-cycle i.e. from the time the records are created, through maintenance and use until they are no longer required and at this stage they are disposed of which means they are either destroyed or sent to an archives.*

## **JOB CHARACTERISTICS**

- Oversee the management of records in all formats such as paper and electronic;
- Develop records classification schemes or filing systems to facilitate easier retrieval of records;
- Establish records and retention schedules to inform decisions on records disposal;
- Conduct records surveys to identify records keeping problems and come up with solutions on how to solve the problems;
- Develop policies and procedures for records management;
- Ensure that an organization's records keeping practices comply with relevant legislation and procedures; and
- Provide guidance and training to staff on the management of their records and use of the organisation's records keeping system.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires an NSSC O or H Level Grade 12, with passes in five subjects or equivalent qualification and a minimum of 25 points on the UNAM point evaluation scale.

Recommended subjects: Any subjects.

### **Tertiary Education**

A B.A. Degree Records and Archives Management (Honours) is offered at UNAM. A Diploma in Records and Archives Management provides a qualification for the para-professional positions.

Explore TVET routes; see NTA and NQA accredited courses and institutions (see the back of the book and





their websites).

Other Universities enrol first degree holders for a postgraduate degree in records and archives management. Records and archives management degree and diploma programmes are offered by various SADC countries. Records managers can specialise in various directions such as electronic records management.

## **PERSONAL REQUIREMENTS**

A prospective records manager must have strong communication, problem solving, analytical and organisational skills. Ability to pay attention to detail is important.

## **WORK OPPORTUNITIES**

As a records manager one can work in any organization that needs support with the management of a wide range of records. Typical employers include: central, regional and local governments; other public institutions and the private sector.

## **TEACHER**

*A Teacher is responsible for the transfer of knowledge and skills to learners in order to help them develop into productive citizens. The specific nature of a Teacher's work will depend on the age of the children he/she teaches and the nature of training received by him/her. A prospective Teacher can consider pre-primary, primary, secondary or special education (geared toward the mentally and physically handicapped) as areas of specialisation.*

## **JOB CHARACTERISTICS**

### ***Pre-primary School Teacher***

The task of a Pre-primary School Teacher is to provide an environment, which is physically and psychologically educational, safe and stimulating for children below primary-level school age by:

- Organising group and individual playing activities, which support and promote physical, mental and social development of children.
- Promoting language development through role-playing, story-telling, singing, informal conversations and discussions.
- Supervising activities to ensure safety and resolve conflicts.

### ***Primary School Teacher***

A Primary School Teacher has versatile tasks, which include amongst others, the transfer of knowledge and the development of the child's character and a sense of responsibility. His/her tasks include:

- Preparing the annual programme of the learner, teaching and facilitating in areas such as reading, writing, arithmetic and other subjects within the prescribed or recommended curriculum.
- Preparing and administering homework, tests and other assignments.
- Encouraging the personal development of a child and giving supportive counselling.

### ***Secondary School Teacher***

A Secondary school Teacher teaches one or more subjects for formal educational purposes at some or all levels between the termination of primary education and the beginning of tertiary education (i.e. grades 7 to 12). Tasks include:

- ▶ Preparing the annual programme of learning, teaching and facilitating in areas such as reading, writing, arithmetic and another subjects within the prescribed or recommended curriculum.
- ▶ Preparing, administering and marking tests and examinations to evaluate pupils' progress.
- ▶ Preparing reports about the standard of work achieved by students and conferring with other teachers and parents.

### ***Special-Education Teachers:***

A Special Education Teacher works with children who have speech and learning disabilities or other handicaps such as blindness, deafness and epilepsy. These children require specialized attention and are taught through specially developed instruments and techniques.

Teachers in all fields are required to do administrative work, which include tasks such as completing registers, drawing up schedules, and attending meetings. Teachers also organise, assist in and supervise extra-curricular activities concerning sports, culture, clubs and societies.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires NSSC O/H Grade 12 with a minimum of 25 points on the UNAM point evaluation scale as well as passes in five subjects.

IUM requires NSSC O/H Grade 12 with a minimum of 25 point on the IUM's point evaluation scale as well as a passes in five subjects including English minimum D Symbol.

Namibia College of Open Learning (NAMCOL) requires a grade NSSC O Grade 12 with a minimum of 22 points in five subjects on the Ministry of Education's point evaluation scale and an E Symbol in English or NAMCOL and UNISA's Certificate in Early Childhood Development (CECD) or Level 5 recognised certificates in the related fields.

Recommended subjects: Depends on the subject(s) the candidate would like to teach.

## **Tertiary Education**

UNAM offers a four-year Bachelor of Education (B. Ed.) degree as well as a Master's Degree in Education (M. Ed.). Furthermore, a Postgraduate Diploma in Education (PGDE) and a Specialised Postgraduate Diploma in Special Education can be obtained from UNAM.

The Windhoek, Hifikepunye Pohamba, Katima Mulilo, Southern and Rundu UNAM Faculty of Education Campuses offer Diplomas and Bachelor's degrees in Primary and Secondary Education. This is a three year diploma and a four year degree course.

IUM offers a Diploma and Bachelor's degree in Pre & Junior Primary, Senior Primary and Secondary Education. Namibia College of Open Learning (NAMCOL) offers a Diploma in Early Childhood and Pre-Primary Education (DECPPE).

## **PERSONAL REQUIREMENTS**

A prospective Teacher should be mature, tactful, disciplined, empathetic, dedicated, creative and tolerant.

Good communication skills and a sense of responsibility are also characteristics of the competent teacher.

## **WORK OPPORTUNITIES**

Teachers are employed by private and public schools. Experienced Teachers can offer private classes.

## **TRAINING OFFICER**

*A Training Officer plans, organizes, implements and controls the overall training programs of different trades to ensure the effective transfer of specialized skills to trainees and other employees in order to contribute to improving production levels and efficiency of workers and organisations.*

## **JOB CHARACTERISTICS**

- ▶ Assisting line management in identifying and solving performance problems of workers in industrial, commercial or government organizations through training and development interventions.
- ▶ Maintaining a high standard and a good quality performance in vocational instruction and developing and practising professionalism, dedication, responsibility and commitment.

- ▶ Developing various training interventions ranging from courses to individual development opportunities, by structuring courses and providing learning opportunities in order to develop competencies in trainees.
- ▶ Managing apprenticeship programmes, conducting specialized training sessions and on-the-job learning opportunities.
- ▶ Overseeing and evaluating trainees' efforts by measuring their progress and improvements in organisation performance.
- ▶ Research new technologies and methodologies in workplace learning and present this research.

## **REQUIREMENTS**

### **Secondary Education**

For entry into UNAM or NUST a NSSC at O or H level Grade 12 or equivalent qualification is required with passes in five subjects and a minimum of 25 points on their point evaluation scales.

### **Tertiary Education**

A B. A. Industrial Psychology at UNAM and Bachelor of Human Resources Management at NUST and IUM can be followed. A Bachelor of Business Administration degree can also be followed at UNAM.

## **PERSONAL REQUIREMENTS**

A prospective Training Officer should be capable of organizing, planning, motivating, controlling and communicating with people. He/she must possess very good language, interpersonal, problem-solving skills and be able to adapt to different people and situations. He/she must be strategic in assessing the skills and

knowledge within an organisation and determining what training is needed to grow and retain these skills. **WORK OPPORTUNITIES**

Training Officers are employed by Public Service, municipalities, private companies and non-governmental organisations. Experienced and well-qualified Training Officers can also act as consultants.

## **TRANSLATOR**

*A Translator is an authority on the grammar, idiom and rules of a particular language. He/she is also well-acquainted with a second language and usually translates written material from one language into another.*

## **JOB CHARACTERISTICS**

- ▶ Translating from one language into another and ensuring that the correct meaning of the original text is retained and that legal, technical and scientific works are correctly rendered.
- ▶ Ensuring that the phraseology and terminology and the spirit and style of literary works are retained.
- ▶ Developing methods for the use of computers and other instruments to improve the accuracy and quality of translations.

## **REQUIREMENTS**

### **Secondary Education**

For entry into UNAM and NUST, a NSSC O/H level grade 12 or equivalent qualifications is required with a pass in five subjects and a minimum of 25 points on their point evaluation scales.

Compulsory subjects: None.

Recommended subject: English

### **Tertiary Education**

UNAM offers a B. A. degree in Languages and Post graduate Diploma in Translation. The NUST also offers a Bachelor of English.

Training in Translation is also offered at some SADC Institutions.

## **PERSONAL REQUIREMENTS**

A prospective Translator should have an excellent command of languages, be able to grasp complex and subtle verbal concepts and have patience and a good memory.

## **WORK OPPORTUNITIES**

Opportunities exist in the private and public sector, but Translators can work on a freelance basis.

### **Engineers and Engineering Technicians/Technologists**

- Agricultural Engineer and Agricultural Engineering Technician
- Biomedical Engineer (see the section on Medical & Paramedical Occupations)
- Chemical Engineer
- Civil Engineer and Civil Engineering Technician

- Computer Engineering and Computer Engineering Technician
- Electrical Engineer and Electrical Engineering Technician
- Electronic Engineer and Electronic Engineering Technician
- Industrial Engineer and Industrial Engineering Technician/  
Technologist
- Mechanical Engineer and Mechanical Engineering Technician
- Metallurgical Engineer and Metallurgical Engineering  
Technician
- Mining Engineer and Mining Engineering Technician
- Software Engineer/ Software Technician
- Telecommunication Technician

## **ENGINEERING AS A PROFESSION**

The word “engineer” is derived from the Greek word ‘igenium’ which means inventive or ingenious. The professional engineer is not the only partner in the engineering labour force. The total labour force consists of six categories.

Engineering can be described as the harnessing of materials and forces of nature, through scientific knowledge and information to produce goods and services which people use and need to improve their living standards, welfare and safety.

► **Handyman/General worker:** A handyman/general worker receives mainly in-service training. He/she will perform general tasks or duties meant to assist the professional.

► **Operator**

The training of an operator is not prescribed by law as in the case of an artisan. The entry requirements could be as low as that of a handyman or at a level equal to that of a qualified artisan or even higher. In-service training is mainly provided by the employer.

**(c) Artisan**

An artisan completes his/her training by means of an apprenticeship or at vocational training centres (see section trades). This normally takes between three to four years to complete. The entry requirement is at least a Grade 10 certificate or equivalent with a pass in English, Mathematics and Physical Science. The candidate should be at least 16 years of age.

Artisans receive theoretical training and practical training at vocational training centres. Some colleges are providing only theoretical training while the practical training is usually provided by the relevant industry.

**(d) Engineering Technician (Eng. Tech)**

A technician's tasks/duties are a bit more extensive than that of an artisan. He/she forms an important linkage between the engineer and the different duties/tasks that exist in the engineering industry.

Engineering technicians use math and science skills to assist engineers with creating products, improving manufacturing methods and maintaining assembly systems. Job duties vary depending on the specific industry in which an engineering technician is employed.

Aerospace engineering technicians run and maintain devices used to test aircraft. Mechanical engineering technicians design, test and manufacture consumer products and machinery. Civil engineering technicians assist engineers with designing and building roads and various structures. Environmental engineering technicians design methods and devices to prevent and control health hazards, such as air pollution. Electrical and electronic engineering technicians help create and manufacture digital equipment.

The technician will study for a National Diploma (N. Dip.) in the field of his/her interest. After obtaining the diploma (or a qualification which is in the opinion of the Engineering Council of Namibia (ECN) equivalent thereto) another two years of practical training has to be completed to register as an Engineering Technician.

**(e) Incorporated Engineer (Inc. Eng.)**

They perform complex technical duties of an established character in a wide variety of contexts. The posts occupied by Incorporated Engineers demand the combination of a practical approach and a detailed understanding of the particular technology. They must understand the fundamentals and practical application of the current technology and be able to maintain existing technology efficiently. In practice, the incorporated and professional engineer can function independently of each other. To become an incorporated engineer, a technician may receive further training and obtains a B. Tech. Degree from a recognised university which will comprise of a three years theory and one year practical training. Persons with a B. Tech. can also complete the M. Tech. and D. Tech at a Technicon.

**(f) Professional Engineer (Pr. Eng.)**

They are concerned primarily with the progress of technology through innovation, creativity and change. The daily work of an engineer consists of numerous tasks such as designing, development, production, research, planning, and management.



A professional engineer should have a B. Eng. or B. Sc. (Eng.) qualification. After completion of his/her degree, the student registers with the ECN as an engineer-in-training. After a further minimum of two years practical training the person achieves professional status as an engineer with the ECN.

UNAM offers a five year B. Sc. degree in Engineering.

NUST also offers a four and a half year Professional Bachelor of Engineering degree. A N. Dip, B. Eng, B.Sc and B.Tech qualifications in Engineering can also be obtained at SADC Universities.

Some private colleges in Namibia such as Triumphant and Monitronic Success Colleges also offer Certificates and Diplomas in Engineering.

## **AGRICULTURAL ENGINEER AND AGRICULTURAL ENGINEERING TECHNICIAN**

*An Agricultural Engineer uses his/her knowledge of engineering, technology and agricultural practices to solve agricultural problems. An Agricultural Engineering Technician assists the agriculturist in his/her work and helps with the collection of information to the farming industry. There are three types of Agricultural Technicians, namely: the Agricultural Extension Technician, the Agricultural Resource Technician and the Agricultural Research Technician.*

## **JOB CHARACTERISTICS**

### ***Agricultural Engineer***

- ▶ Performing various functions such as research, development, testing, engineering surveys, planning and counselling.
- ▶ Studying what effects light, humidity and temperature have on plants and animals.
- ▶ Designing instruments, machinery, equipment, buildings and other structures, for example, farm, dams, canals, pipeline pump systems, mechanised irrigation, planning, and evaluation systems and agricultural equipment.
- ▶ Developing methods to improve production, processing and distribution of agricultural products.

### ***Agricultural Engineering Technician***

- ▶ Designing structures and machinery for farming purposes such as water storage and soil conservation and processing.
- ▶ Organizing the transport, storage and processing of agricultural products.
- ▶ Researching and developing agricultural production systems.
- ▶ Classifying, describing and plotting a region's natural resources.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a NSSC-H Grade 12 or equivalent qualification, with matriculation exemption is required to be admitted to SADC universities. A NSSC-H or NSSC-O Grade 12 or equivalent qualification, is needed to enrol at a SADC institutions in order to enrol for studies as an Agricultural Engineering Technician. Compulsory subjects: Mathematics, Physical Science, and Agriculture at NSSC-H level.

### **Tertiary Education**

A four year B. Sc. (Engineering) degree is offered by some SADC universities. No such formal training is currently offered in Namibia. After completion of this course the candidate can register with the ECN as an Engineer-in-Training. After a two year training period, the candidate can then register as a Professional Engineer (Pr. Eng.).

A Higher Diploma in Agriculture can be obtained from the UNAM (Neudamn, Ogongo and Katima Mulilo Campus) (query if they can register as technicians).

A Bachelor of Agriculture (Honours) can be obtained from NUST.

Also, investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

If the candidate wants to register as a technician in the agricultural field, he/she needs to complete a Dip.: Agriculture, including Management, Research, Animal Production, Crop Production, Mixed Farming and Rural Development and Extension. This is offered by various SADC institutions. After a three-year training period, the candidate may apply for registration as an engineering technician with the ECN.

## **PERSONAL REQUIREMENTS**

A prospective agricultural engineer should be creative, have an analytical mind and a keen interest in agricultural activities. He/she should also possess excellent writing and communication skills.

## **WORK OPPORTUNITIES**

Agricultural Engineers and Technicians are mostly employed by the Ministry of Agriculture, Water and Rural Development and agricultural firms.

### ***CHEMICAL ENGINEER***

*Chemical Engineers use the principles of chemistry, biochemistry and physics to convert agricultural and mineral resources into useful products on an industrial stage. They convert the laboratory chemist's test tube reaction into a process that will produce hundreds or thousands of tonnes of a particular product daily. Chemical Engineers develop industrial processes that change the composition or characteristics of material on a large scale, for example food, petroleum, mining products and minerals, fertilizers, paper, glass and pharmaceutical industries.*

## **JOB CHARACTERISTICS**

### ***Chemical Engineer***

- ▶ Develop safety procedures to be employed by workers operating equipment or working in close proximity to on-going chemical reactions.
- ▶ Troubleshoot problems with chemical manufacturing processes.
- ▶ Evaluate chemical equipment and processes to identify ways to optimize performance or to ensure compliance with safety and environmental regulations.
- ▶ Conduct research to develop new and improved chemical manufacturing processes.
- ▶ Conducting research and advising designing equipment to combat and minimize pollution.
- ▶ Determine most effective arrangement of operations such as mixing, crushing, heat transfer, distillation, and drying.
- ▶ Perform tests and monitor performance of processes throughout stages of production to determine degree of control over variables such as temperature, density, specific gravity, and pressure.
- ▶ Design and plan layout of equipment.
- ▶ Prepare estimate of production costs and production progress reports for management.
- ▶ Design measurement and control systems for chemical plants based on data collected in laboratory experiments and in pilot plant operations.
- ▶ Develop processes to separate components of liquids or gases or generate electrical currents using controlled chemical process.

## **REQUIREMENTS**

### **Secondary Education**

Possession of a NSSC –O or H Level Grade 12 or equivalent qualification, with matriculation exemption is required to study at SADC universities (in order to register as Professional Engineer).

An outstanding NSSC -O/H Grade 12 or equivalent qualification, is required for admittance to all SADC polytechnics and universities.

Compulsory subjects: Mathematics, Chemistry, Physical Science at NSSC-H level

### **(SADC) Tertiary Education**

A four to five years B. Eng. or B. Sc. (Chemical Engineering) can be pursued at SADC universities. After a three-year training period the candidate can register as a professional engineer with the ECN.

## **PERSONAL REQUIREMENTS**

A prospective candidate should have an interest in Chemistry and Physics plus managing and

operating installations. The person has to be creative, diligent, persevering, have mathematical ability, and be able to visualise things.

## **WORK OPPORTUNITIES**

Chemical Engineers can be employed in the agricultural, mining, pharmaceutical and manufacturing (food, glass) industries. They can also work for government departments, municipalities, and private consulting practices, contracting firms and educational institutions.

### ***CIVIL ENGINEER AND CIVIL ENGINEERING TECHNICIAN***

*A Civil Engineer conducts research and advises on, design and direct construction, and manages the operation and maintenance of civil engineering projects/structures (for instance roads, buildings, dam and so on)*  
*A civil engineering technician performs technical tasks connected to civil engineering research as well as the design, construction and maintenance of buildings and other structures.*

## **JOB CHARACTERISTICS**

### ***Civil Engineer***

- Conducting research and developing new or improved theories and methods related to civil engineering.
- Advising on and designing structures such as bridges, dams, docks, roads, airports, railways, canals, pipelines, and waste-disposal and flood-control systems, industrial and other large buildings.
- Determining and specifying construction methods, materials and quality standards, and directing construction work.
- Establishing control systems to ensure the efficient functioning of structures as well as safety and environmental protection.
- Locating and correcting malfunctions.

- ▶ Organising and directing maintenance and repair of existing structures.
- ▶ Advising on technological aspects of particular materials.
- ▶ Maintaining technical liaison and consultancy with other relevant specialists.

### ***Civil Engineering Technician***

- Providing technical assistance with regard to the construction of buildings and other structures.
- Representing building architects and civil engineers on construction sites to ensure compliance with design, specification and maintenance of desired standards of material and work.
- Assisting with the operation of detailed estimates of quantities and costs of materials and labour required for projects according to specifications given.
- Organizing maintenance and repairs.

## **REQUIREMENTS**

### **Secondary Education**

For entry into the pre-engineering year, candidates must hold a valid NSSC-O/H level or equivalent qualification with passes in at least five subjects, with at least 25 points, on UNAM scale. With at least a B or a C symbol in Mathematics and Physical Science, plus a

C symbol in English at NSSC O level or equivalent qualification; or a score of 3 in Mathematics and 3 or 4 in Physical Science plus a score of 4 or higher in English at NSSC-

H level or C at NSSC-O level or equivalent qualification.

Students doing the UNAM Foundation Programme are eligible for admission into the Pre-engineering year. The Faculty of Engineering and Information Technology may administer an aptitude test when places are scarce.

The minimum entry requirements into the first year of the engineering programme are as follows;

(a) successful completion of the pre-engineering year with passes in science and mathematics modules within one academic year or

(b) a score of two or better in mathematics and Physical science and a score of 3 or better in English at NSSC-H level or equivalent qualifications. If English was not taken at NSSC-H level at least a C symbol in English at NSSC-O level will be required.

An NSSC-O/H grade 12 or equivalent qualification, 25 points (incorporated engineer) on a NUST point evaluation scale as well as 37 points (professional engineer) on the engineering evaluation scale is required for admittance to the B. Degree in Engineering: Civil with Mathematics, Physical Science or physics related subjects at a grade 3 NSSC-H or A symbol NSSC- O. Admittance to that course can also be gained if the candidate has passed at least four subjects on N3, including Mathematics and a Physics- related subject (40 %). In both cases, at NUST, the person

must also gain entrance into the English Communication module 2 through a proficiency test.

Compulsory subjects: Mathematics, Physical Science and English.

### **Tertiary Education**

UNAM offers a five year B. Sc. (Civil Engineering) degree (which includes a one year pre-engineering program). NB! Candidates should pass the pre-engineering program in order to be admitted into the B.Sc. Engineering degree.

A B. Tech in (Civil Engineering - water or urban) is offered for four years, while the Professional Bachelor (B. Eng.: Civil Engineering) is offered for four and a half years at NUST. After training for the required period graduates should register with the ECN in order to practise as a professional, or Incorporated, Engineer and Engineering Technician.

NUST also offers a N. Dip.: Civil Engineering, where students engage in four semesters of theoretical training and two semesters of in-service training. After passing one year theoretical training (S1 and S2) plus one year practical training in the industry (P1 and P2) the candidate obtains the National Certificate. After another six months of theoretical training (S3), he/ she obtains the National Higher Certificate.

If followed by another six months practical training period in the industry the candidate obtains the N. Dip.: Civil Engineering. Thereafter, he/she has to work as an engineering-technician-in-training for at least three years to be able to register as an engineering technician with the ECN. Persons having obtained the National Certificate or Higher National Certificate can also register with that council but after a longer period of in-service training. The same is true for people possessing an N6 in Civil Engineering.

SADC universities offer degrees (B. Eng., B. Sc.) in Civil Engineering. After a training period of three years, registration as a Professional Engineer (B. Eng., B. Sc) and Incorporated Engineer (B. Tech.)

with the ECN is possible.

## **PERSONAL REQUIREMENTS**

A prospective Civil Engineer and Civil Engineering Technician should be proficient with figures, have a practical disposition and must like the outdoors.

## **WORK OPPORTUNITIES**

After training in Civil Engineering, graduates may pursue a career in Engineering as Project Managers, Water Engineers, Structural Engineers, Geotechnical Engineers, Road and Transport Engineers and Environmental Engineers. Opportunities exist at construction companies, government road departments, municipal engineering departments, consulting engineers, research institutions and laboratories and academic institutions. Self-employment is a viable option.

## ***STRUCTURAL ENGINEER***

*A structural engineer designs structures to withstand stresses and pressures imposed through environmental conditions and human use. They ensure buildings and other structures do not deflect, rotate, vibrate excessively or collapse and that they remain stable and secure throughout their use.*

## **JOB CHARACTERISTICS**

- Analysing configurations of the basic structural components of a building or other structure
- Calculating the pressures, strains that each component will experience from other parts of the structure due to human use or environmental pressures.
- Considering the strength of various materials.
- Liaisoning with other designers, including architects, to agree on safe designs and their fit with the aesthetic concept of the construction.
- Applying expert knowledge of the forces that act on various structures.

## **REQUIREMENTS:**

### **Secondary Education**

Possession of a NSSCH Grade 12 or equivalent qualification with matriculation exemption is needed to study at SADC universities.

Students doing the UNAM Foundation Programme are eligible for admission into the Pre-engineering year. The Faculty of Engineering and Information Technology may administer an aptitude test when places are scarce.

The minimum entry requirements into the first year of engineering program are as follows;

(a) Successful completion of the pre-engineering year with passes in science and mathematics modules within one academic year or



(b) A score of two or better in mathematics and Physical science and a score of 3 or better in English at NSSC-H level or equivalent qualifications.

If English was not taken at NSSC-H level at least a C symbol in English at NSSC-O level will be required.

Compulsory subjects: Mathematics, Physical Science & English.

### **Tertiary Education**

A four year B. Tech (Civil) or B. Sc. (Civil) or B. Eng (Civil) degree course can be pursued at most SADC universities. After a minimum training period of three years candidates can register with the ECN as Professional Engineers.

### **PERSONAL REQUIREMENTS**

Candidates should be able to work in teams, have creative problem solving and practical skills. They should be adaptable, have perseverance and be able to accept responsibility.

### **WORK OPPORTUNITIES**

Structural Engineers can specialise in a range of fascinating areas including construction, conservation, sustainability, seismic or humanitarian engineering.

## **COMPUTER ENGINEERING AND COMPUTER ENGINEERING TECHNICIAN**

*A Computer Engineer designs and manufactures hardware for computers, network devices, and computer-controlled machine interfaces, information technology equipment and related peripheral devices*

### **JOB CHARACTERISTICS**

#### ***Computer Engineer***

- Update knowledge and skills to keep up with rapid advancements in computer technology.
- Provide technical support to designers, marketing and sales departments, suppliers, engineers and other team members throughout the product development and implementation process.
- Test and verify hardware and support peripherals to ensure that they meet specifications and requirements, by recording and analyzing test data.
- Monitor functioning of equipment and make necessary modifications to ensure system operates in conformance with specifications.
- Analyze information to determine, recommend, and plan layout, including type of computers and peripheral equipment modifications.
- Build, test, and modify product prototypes using working models or theoretical models constructed with computer simulation.
- Analyze user needs and recommend appropriate hardware.
- Direct technicians, engineering designers or other technical support personnel as needed.
- Confer with engineering staff and consult specifications to evaluate interface between hardware and software and operational and performance requirements of overall system.
- Select hardware and material, assuring compliance with specifications and product requirements.
- Designing and maintaining hardware used in information and communication technology.

#### ***Computer Engineering Technician***

- A Computer Engineering Technician, is a highly skilled scientist who performs research for the purpose of creating and improving computer and other electronic hardware and software
- Building or configuring new hardware,
- Creating and maintaining computer networks.
- Specialize in fields such as data recovery, system administration, or information systems.

### **REQUIREMENTS**

#### **Secondary Education**

For entry into the pre-engineering year candidate must hold a valid NSSC-O/H level or equivalent qualification with passes in at least five subjects, with at least 25 points, on UNAM scale. With at least a B or a C symbol in Mathematics and Physical Science, plus a C symbol in English at NSSCO' level or equivalent qualification; or a score of 3 in Mathematics and 3 or 4 in Physical science plus a score of 4 or higher in English at NSSC H level or C at NSSC-O level or equivalent qualification.

Students doing the UNAM Foundation Programme are eligible for admission into the pre-engineering year. The Faculty of Engineering and Information Technology may administer an aptitude test when places are scarce.

The minimum entry requirements into the first year of engineering program are as follows;

- (a) successful completion of the pre-engineering year with passes in science and mathematics modules within one academic year or
- (b) a score of two or better in Mathematics and Physical Science and a score of 3 or better in English at NSSC-H level or equivalent qualifications. If English was not taken at NSSC-H level at least a C symbol in English at NSSC-O level will be required.

Compulsory subjects: Mathematics, Physical Science and English,

### **Tertiary Education**

UNAM offers a five year B. Sc. (Computer Engineering) degree (which includes a one year pre-engineering programme).

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

After training for the required period graduates should register with the ECN in order to practise as a Professional Engineer, Incorporated Engineer or Engineering Technician.

### **PERSONAL REQUIREMENTS**

A prospective candidate should be a creative, innovative individual with a great deal of drive and technological interest as well as a practical inclination.

## WORK OPPORTUNITIES

Computer Engineers and Computer Engineering Technicians work in a variety of settings, encompassing both the public and private sectors. It can be in military, national security or law enforcement communities, health or public safety field. Some are self-employed or own firms that provide services in particular areas.

### ***ELECTRICAL ENGINEER AND ELECTRICAL ENGINEERING TECHNICIAN***

*An Electrical Engineer is concerned with the generation, distribution and optimal application of electrical energy. While an Electrical Engineering Technician is concerned with the maintenance of advanced equipment or control of electrical systems and is also involved in the design or testing of installed machines.*

## JOB CHARACTERISTICS

### ***Electrical Engineer***

- Establishing control standards and procedures to ensure efficient functioning and safety of electricity conducting and generating devices.
- Design and control of electricity-distribution systems, including transmission lines and substations.
- Engaging in or supervising the maintenance and repair of electrical motors and equipment (such as televisions, radios, kitchen appliances, alarm systems, etc.).
- Using sun cells and wind chargers to transform wind and sun energy into electrical energy.
- Design of electrical installations in buildings and factories.

### ***Electrical Engineering Technician***

8. Collaborating with other experts to design, install, maintain and operate electrical systems.
9. Installing and testing electrical motors, generators, alternators, transformers, etc.

## REQUIREMENTS

### **Secondary Education**

For entry into the pre-engineering year candidate must hold a valid NSSC-O/H level or equivalent qualification with passes in at least five subjects, with at least 25 points, on UNAM scale. With at least a B or a C symbol in Mathematics and Physical Science, plus a C symbol in English at NSSC-O' level or equivalent qualification; or a score of 3 in Mathematics and 3 in Physical science plus a score of 4 or higher in English at NSSC- H level or C at NSSC-O level or equivalent qualification.

Students doing the UNAM Foundation Programme are eligible for admission into the Pre-engineering year. The Faculty of Engineering and Information Technology may administer an aptitude test when places are scarce.

The minimum entry requirements into the first year of engineering program are as follows;

(a) successful completion of the pre-engineering year with passes in Science and Mathematics modules within one academic year or

(b) a score of two or better in Mathematics and Physical Science and a score of 3 or better in English at NSSC-H level or equivalent qualifications. If English was not taken at NSSC-H level at least a C symbol in English at NSSC-O level will be required.

An NSSC-O/H grade 12 or equivalent qualification, 25 points (incorporated engineer) on a NUST point evaluation scale as well as 37 points (professional engineer) on the engineering evaluation scale is required for admittance to the B. Degree.: Engineering: Electrical with Mathematics, Physical Science or physics related subjects at a grade 3 NSSC-H or A - symbol NSSC- O). Admittance to that course can also be gained if the candidate has passed at least four subjects on N3 level, including Mathematics and a Physics-related subject (40%). In both cases, at the NUST, the person must also gain entrance into the English Communication mod-ule 2 through a proficiency test.

Compulsory subjects: Mathematics, Physical Science and English.

### **Tertiary Education**

UNAM offers a five year B. Sc. (Electrical Engineering) degree (which includes a one year pre-engineering programme). A B. Tech in (Power Engineering) is offered for four years, while the Professional Bachelor's degree (Electrical Power Engineering) is offered for four and a half years at NUST.

The NUST also offers a N. Dip.: Electrical Engineering, where students engage in four semesters of theoretical training and two semesters of in-service training. After passing one year theoretical training (S1 and S2) plus one year practical training in the industry (P1 and P2) the candidate obtains the National Certificate. After another six months of theoretical training (S3), he/she obtains the National Higher Certificate.

If followed by another six months practical training period in the industry the candidate obtains the N. Dip.:

Electrical Engineering. Thereafter, he/she has to work as an Engineering-Technician-in-Training for at least three years to be able to register as an Engineering Technician with the ECN. Person having obtained the National Certificate or Higher National Certificate can also register with that council but after a longer period of in-service training. The same is true for people possessing an N6 in Electrical Engineering. After training for the required period graduates should register with the ECN in order to practise as Professional, or Incorporated, Engineer and Engineering Technician.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

Studies can also be pursued at various SADC Institutions after a minimum training period of three years; candidates can register with the Engineering Council of Namibian Professional Engineers.

## **PERSONAL REQUIREMENT**

A prospective candidate should have an aptitude for figures, should be accurate, innovative and a natural problem solver as well as practically-inclined.

## **WORK OPPORTUNITIES**

Electrical Engineers and Electrical Engineering Technicians can be employed by government and semi-governmental institutions (e.g. NamPower), municipalities, mining companies, manufacturers and re-tailers of electrical implements and workshops. Work prospects seem to be good.

## ***ELECTRONIC ENGINEER AND ELECTRONIC ENGINEERING TECHNICIAN***

*An Electronic Engineer deals with the reception, assimilation, control, transmission and distribution of electronic information. The electronic engineering technician is concerned with the maintenance of advanced electronic equipment and control systems.*

## **JOB CHARACTERISTICS**

### ***Electronic Engineer***

- Using computers to solve complicated problems and to assimilate signals.
- Developing and maintaining sophisticated equipment for the transference of information via international information conductors (telephone lines, video phones, and internet connections).
- Developing and maintaining sophisticated equipment for the distribution of information via mass media, such as television and radio.
- Design of communication systems, e.g. radios, telephones, television sets.
- Researching and working on highly specialised programmes concerning, for example, infrared technology, satellite transmission technology, and fibre optic.
- Monitoring and controlling of electronic safety devices for plant and transport.
- Designing, testing and maintaining electronic equipment in the following fields: industrial instrumentation, communication, electronics, biomedical electronics, micro-electronics and computer systems.

### ***Electronic Engineering Technician***

## **REQUIREMENTS**

## Secondary Education

For entry into the pre-engineering year candidate must hold a valid NSSC-O/H level or equivalent qualification with passes in at least five subjects, with at least 25 points, on UNAM scale. With at least a B or a C symbol in Mathematics and Physical Science, plus a C symbol in English at NSSCO' level or equivalent qualification; or a score of 3 in Mathematics and 3 in Physical science plus a score of 4 or higher in English at NSSC- H level or C at NSSC-O level or equivalent qualification.

Students doing the UNAM Foundation Programme are eligible for admission into the Pre-engineering year. The Faculty of Engineering and Information Technology may administer an aptitude test when places are scarce.

The minimum entry requirements into the first year of engineering programme are as follows;

(a) successful completion of the pre-engineering year with passes in science and mathematics modules within one academic year or

(b) a score of two or better in Mathematics and Physical Science and a score of 3 or better in English at NSSC-H level or equivalent qualifications. If English was not taken at NSSC-H level at least a C symbol in English at NSSC-O level will be required.

An NSSC (H) or (O) or H level Grade 12 or equivalent qualification, 25 points on a NUST point evaluation scale as well as 18 (37) points on the engineering evaluation scale is required for admittance to the N. Dip.: Engineering: Electronics . Currently, admittance to that course can also be gained if the candidate has passed at least four subjects on N3 level, including Mathematics and a Physics-related subject (40%). In both cases, at the NUST, the person must also gain entrance into the English Communication module 2 through a proficiency test.

Compulsory subjects: Mathematics, Physical Science and English.

## **Tertiary Education**

UNAM offers a five year B. Sc. (Electronic Engineering) degree (which includes a one year pre-engineering program). A B. Tech in (Electronics Engineering) is offered for 4 years, while four and a half years Professional Bachelor in Electronics and Telecommunications is offered at NUST.

The NUST offers a N. Dip.ad: Electronics Engineering, where students engage in four semesters of theoretical training and two semesters of in-service training. After passing one year theoretical training (S1 and S2) plus one year practical training in the industry (P1 and P2) the candidate obtains the National Certificate. After another six months of theoretical training (S3), he/ she obtains the National Higher Certificate.

If followed by another six months practical training period in the industry the candidate obtains the N. Dip.: Electronics Engineering. Thereafter, he/she has to work as an Engineering-Technician-in-Training for at least three years to be able to register as an Engineering Technician with the ECN. Persons having obtained the National Certificate or Higher National Certificate can also register with that council but after a longer period of in-service training. The same is true for people possessing an N6 in Electronics Engineering. Candidates must register with the ECN as Professional Engineers or Engineering Technicians to practise.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

Prospective candidates should be innovative, creative and have an above average aptitude in Mathematics and Physical Science. The ability to think logically is also very important. A practical inclination is especially necessary for the Electronic Engineering Technician.

## **WORK OPPORTUNITIES**

Electronic Engineers and Electronic Engineering Technicians can be employed as electronic, control systems and instrumentation engineers at government and parastatals, municipalities, mining companies, communications companies, manufacturers and retailers of electronic implements and workshops. Work prospects seem to be good. Self-employment seems like a viable option.

## ***INDUSTRIAL ENGINEER AND INDUSTRIAL ENGINEERING TECHNICIAN/TECHNOLOGIST***

*An Industrial Engineer's task is to investigate, improve, design and implement integrated systems comprised of capital, human resources and natural resources. He/she makes use of a variety of engineering principles and techniques as well as industrial economics and management principles to design a system through which a desired economical and physical (e.g. production) result can be obtained.*

*The Industrial Engineering Technician/Technologist specialises in the design, investigation, improvement and implementation of integrated systems for optimal utilisation of capital, manpower and raw material. His/ her objective is to ensure profitability by improving the production process.*



## **JOB CHARACTERISTICS**

### ***Industrial Engineer***

- Involvement in layout, organisation and work studies.
- Investigating the replacement of equipment and safety precautions.
- Determining the characteristics of operational equipment, low-cost automation and engaging in value analyses.
- Developing and implementing various industrial/manufacturing systems.
- Carrying out economic forecasting and feasibility studies to measure operational results in terms of a monetary standards.

### ***Industrial Engineering Technician/Technologist***

- Occupying him/her with problems concerning the effective utilization of personnel, material, equipment and capital in the production of goods and services by performing both engineering and administrative duties.

- Planning the layout of machinery and equipment as well as the flow of work.
- Acting as coordinator between management and specialist departments and making recommendations to management.

## **REQUIREMENTS**

### **Secondary Education**

A NSSC-H or Grade 12 or equivalent qualification, is required for

admittance at NUST and to SADC polytechnics/technikons (for those pursuing a career as an industrial engineering technician/technologist).

Compulsory subjects: Mathematics, English and Physical Science at NSSC-H level.

### **Tertiary Education**

A four-year B. Eng. or B. Sc. (Industrial Engineering) degree course can be pursued at some SADC universities including NUST and UNAM. After a minimum training period of three years candidates can register with the ECN as professional engineers.

A N. Dip.: Industrial Engineering can be followed at some SADC institutions. This can enable studying for

B.Tech. Engineering: Industrial, which is an extra year of study after the N. Dip.: Engineering has been obtained.

Thereafter he/she has to work as an Engineering-Technician-in-training for at least three years to be able to register as an Engineering Technician/Technologist with the ECN. A B.Tech. qualification allows for registration as an incorporated engineer with the ECN.

## **PERSONAL REQUIREMENTS**

Prospective candidates should be innovative, creative and have an exceptional aptitude in Mathematics and Physical Science. The ability to think logically and the maintenance of sound interpersonal skills are also very important. They should be adaptable, have perseverance and be able to accept responsibility.

## **WORK OPPORTUNITIES**

Industrial Engineers and Industrial Engineering Technicians/Technologists are employed in the manufacturing, agricultural and mining sectors. They can also work as consultants for various organisations.

## ***MECHANICAL ENGINEER AND MECHANICAL ENGINEERING TECHNICIAN***

*A Mechanical Engineer develops implements, manufactures and maintains machines, machine components and systems in various fields to enhance quality of life. A Mechanical Engineering Technician develops and designs machinery, equipment and processes and implements mechanical engineering technology. He/she fills the gap between the tasks performed by engineer, technologists and scientists and those performed by artisans.*

## **JOB CHARACTERISTICS**

### ***Mechanical Engineer***

- Working in the office where computers play a major role in planning, designing, modelling and testing of systems.
- Carrying out on-site inspections, coordination and follow-up to ensure that any new system complies with the given requirements.
- Can specialize in one of the following fields: marine, transportation, power generation, agriculture, mining, environmental engineering, air-conditioning and refrigeration, manufacturing, petro-chemical industry or industrial engineering.

### ***Mechanical Engineering Technician***

- Developing different machines.
- Involved in the manufacturing, construction, lay-out, operation, maintenance and supervision of moving machinery and mechanical appliances.
- Studying the project instructions of the engineer to ensure that the test specifications and proposed procedures are suitable for the artisan to construct.

Determining the nature of technical problems and suggesting possible solutions, such as modifications to existing designs, techniques and procedures.

Working mainly in-doors (laboratory, office, factory) and sometimes outside (exploration, survey, inspection).

## **REQUIREMENTS**

### **Secondary Education**

For entry into the pre-engineering year candidate must hold a valid NSSC-O/H level or equivalent qualification with passes in at least five subjects, with at least 25 points, on UNAM scale. With at least a B or a C symbol in Mathematics and Physical Science, plus a C symbol in English at NSSC O level or equivalent qualification; or a score of 3 in Mathematics and 3 in Physical Science plus a score of 4 or higher in English at NSSC- H level or C at NSSC-O level or equivalent qualification.

Students doing the UNAM Foundation Programme are eligible for admission into the pre-engineering year. The Faculty of Engineering and Information Technology may administer an aptitude test when places are scarce.

The minimum entry requirements into the first year of engineering program are as follows;

(a) successful completion of the pre-engineering year with passes in science and mathematics modules within one academic year or

(b) a score of two or better in mathematics and physical science and a score of 3 or better in English at NSSC-H level or equivalent qualifications. If English was not taken at NSSC-H level at least a C symbol in English at NSSC-O level will be required.

An NSSC (H) or (O) grade 12 or equivalent qualification, 25 points on the NUST's point evaluation scale as well as (18) 37 points on the engineering evaluation scale is required for admittance to the N. Dip.: Engineering: Mechanical . Currently, admittance to that course can also be gained if the candidate has passed at least four subjects on N3 level, including Mathematics and a Physics-related subject (40%). In both cases, at the NUST, the person must also gain entrance into the English Communication module 2 through a proficiency test. Communication module 2 through a proficiency test.

Compulsory subjects: Mathematics, Physical Science and English.

### **Tertiary Education**

The UNAM offers a five year B. Sc. (Mechanical Engineering) degree (which includes a one year pre-engineering program). A B Tech in (Mechanical Engineering) is

offered for 4 years, while four and a half years Professional Bachelor in Mechanical Engineering with specialization in energy, manufacturing and mechatronics is offered at NUST. Most SADC universities offer degrees (B. Engineering, B. Science) in Mechanical Engineering or B. Sc. Eng. Mechatronics.

NUST offers a N. Dip.: Mechanical Engineering, where students engage in four semesters of theoretical training and two semesters of in-service training. After passing one year theoretical training (S1 and S2) plus one year practical training in the industry (P1 and P2) the candidate obtains the National Certificate. After another six months of theoretical training (S3), he/ she obtains the National Higher Certificate.

If followed by another six months practical training period in the industry the candidate obtains the N. Dip.: Mechanical Engineering. Thereafter, he/she has to work as an Engineering-Technician-in-training for at least three years to be able to register as an Engineering Technician with the ECN. Persons having obtained the National Certificate or Higher National Certificate can also register with that council but after a longer period of in-service training. The same is true for people possessing an N6 in Mechanical Engineering.

After training for the required period graduates should register with the ECN in order to practise as Professional, or Incorporated, Engineer and Engineering Technician.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

- prospective Mechanical Engineer and Mechanical Engineering Technician should have the ability to see and interpret three-dimensional drawings and make

difficult calculations. An aptitude for and an interest in experimenting, problem-solving, designing and planning is important. They should also be responsible, have perseverance and be resourceful.

## **WORK OPPORTUNITIES**

Graduates have a broad spectrum of careers in the field of research, test and design work while others work consultants or in maintenance, technical sales and production operations. They can be employed by organisations such as mining and construction companies, private industries and government and municipal authorities. Job prospects seem to be good.

## **METALLURGICAL ENGINEER AND METALLURGICAL ENGINEERING TECHNICIAN**

*A Metallurgical Engineer is theoretically and practically trained in the recovery of useful minerals and metals from their original and complex compounds and to study their physical properties with a view to processing the metal into useful products. A Metallurgical Engineering Technician performs technical tasks related to metallurgical research in order to develop improved methods of extracting and refining minerals and metals from ores.*

### **JOB CHARACTERISTICS**

#### ***Metallurgical Engineer***

- Conducting research and advising on designing and developing new and improved methods to deal with metallurgy and material-engineering aspects.
- Studying and advising on technological aspects of particular materials and processes.
- Determining the most efficient methods of ore extraction, turning raw materials into metals and alloys.
- Advising on the application of minerals and metals.
- Investigating the properties of metals and alloys, developing new alloys and advising on and supervising technical aspects of metal and alloy manufacturing and processing.

#### ***Metallurgical Engineering Technician***

- Doing research with regard to the development of processes in order to determine the properties of metal and new alloys, or improved methods for the extraction of metals, oil and natural gases.
- Designing the layout of the processing and refining plants for metals as well as providing technical supervision regarding the construction, installation and operation of such plants.
- Preparing detailed estimates of quantities and costs of materials and labour required for mineral and metal processing to ensure satisfactory performance with specification and regulations.

### **REQUIREMENTS**

#### **Secondary Education**

For entry into the pre-engineering year candidate must hold a valid NSSC-O/H level or equivalent qualification with passes in at least five subjects, with at least 25 points, on UNAM scale. With at least a B or a C symbol in Mathematics and Physical Science, plus a C symbol in English at NSSC-O level or equivalent qualification; or a score of 3 in Mathematics and 3 in Physical Science plus a score of 3 or higher in English at NSSC- H level or C at NSSC-O level or equivalent qualification.

Students doing the UNAM Foundation Programme are eligible for admission into the Pre-engineering year. The Faculty of Engineering and Information Technology may administer an aptitude test when places are scarce.

The minimum entry requirements into the first year of engineering program are as follows;

- (a) successful completion of the pre-engineering year with passes in science and mathematics modules with in one academic year or

(b) a score of two or better in mathematics and physical science and a score of 3 or better in English at NS SC-H level or equivalent qualifications. If English was not taken at NSSC - H level at least a C symbol in English at NSSC - O level will be required. Compulsory subjects: Mathematics, Physical Science and English,

### **Tertiary Education**

UNAM offers a five year B. Sc. (Metallurgical Engineering) degree (which includes a one year pre-engineering programme). NUST offers a four and a half year B. Engineering: Metallurgy degree.

After training for the required period graduates should register with the ECN in order to practice as Professional Engineer, or Incorporated Engineer or Engineering Technician.

### **PERSONAL REQUIREMENTS**

A prospective Metallurgical Engineer and Metallurgical Engineering Technician should be logical and analytical thinkers with an innovative and practical predisposition.

### **WORK OPPORTUNITIES**

Opportunities in Namibia mainly exist at mining companies.

### ***MINING ENGINEER AND MINING ENGINEERING TECHNICIAN***

*A mining Engineer conducts research, plans, designs, and operates those facilities, which are used to extract minerals of value out of the earth in an effective, profitable and safe way. A Mining Engineering Technician's duty is to ensure effective production and explore mineral sediments by working closely with geologists.*

## **JOB CHARACTERISTICS**

### **Mining Engineer**

- Conducting research and advising on, designing and developing new or improved methods to deal with engineering aspects of mining and oil, gas, and water extraction.
- Determining the types of machinery used for certain mining operations, planning the operation's lay out and directing the construction of shafts and tunnels.
- Determining the viability of mining mineral deposits.
- Establishing technical liaison and consultancy with other relevant specialists (e.g. geologists, metallurgists etc.).

### **Mining Engineering Technician**

- Engaging in mining activities both underground and on the surface.
- Using sophisticated techniques and equipment when employed in a specialised capacity.
- Conducting outdoor explorations, surveys and inspections as well as working indoors in laboratories, offices and factories.





## **REQUIREMENTS**

### **Secondary Education**

For entry into the pre-engineering year candidate must hold a valid NSSC-O/H level or equivalent qualification with passes in at least five subjects, with at least 25 points, on UNAM scale. With at least a B or a C symbol in Mathematics and Physical Science, plus a C symbol in English at NSSC O level or equivalent qualification; or a score of 3 in Mathematics and 3 in

Physical Science plus a score of 3 or higher in English at NSSC- H level or C at NSSC-O level or equivalent qualification.

Students doing the UNAM Foundation Programme are eligible for admission into the pre-engineering year. The Faculty of Engineering and Information Technology may administer an aptitude test when places are scarce.

The minimum entry requirements into the first year of engineering programme are as follows;

(a) successful completion of the pre-engineering year with passes in science and mathematics modules within one academic year or

- a score of two or better in mathematics and physical science and a score of 3 or better in English at NSSC-H level or equivalent qualifications. If English was not taken at NSSC-H level at least a C symbol in English at NSSC-O level will be required.

An NSSC- H or O grade 12 or equivalent qualification, 37 points on the NUST point evaluation scale is required for admittance to the B. Eng. Mining Engineering.

Compulsory subjects: Mathematics, Physical Science and English.

Tertiary Education

UNAM offers a five year B. Sc. (Mining Engineering) degree (which includes a one year pre-engineering programme). A Four years Professional Bachelor in (Mining Engineering) is offered at NUST.

After a three-year training period the candidate can register as a Professional Engineer with the ECN.

## **PERSONAL REQUIREMENTS**

A prospective candidate should be a creative, innovative individual with a great deal of drive and technological interest as well as a practical inclination. Mining Engineers can become Mining Engineers in Mineral processing, surface mining, underground mining or offshore mining.

## **WORK OPPORTUNITIES**

Mining Engineers and Mining Engineering Technicians can be employed by mining companies e.g. as a mine planner, the public sector and research institutions.

## ***SOFTWARE ENGINEER/ SOFTWARE TECHNICIAN***

*Software Engineers create computer programmes for a wide variety of purposes. They develop programmes that make computers useful and interesting, as well as integrating different technologies into scalable and efficient soft solutions.*

## **JOB CHARACTERISTICS**

### ***Software engineer***

- Analyse client requirements and develop formal specification,
- translate client requirements and specifications into architectures and designs, suitable for computing solutions
- Developed (program) software components and module
- Integrate various technologies into homogenous systems (data bases, internet technologies,)
- Verify the components' functionality by means of structured testing, validation and verification.
- Customises and deploy the final system for end users.

### ***Software Engineering Technician***

- Implement, or assist in implementing, software designs.
- Document, analyse and communicate test results using spread sheets, database programmes and other tools.
- Test software to meet specifications and engineering requirements.

- Provide support to engineering staff as needed.
- Accomplish software testing tasks requiring a basic knowledge of software testing processes.

## **REQUIREMENTS**

### **Secondary Education**

An NSSC O pass with a C symbol or higher in Mathematics is required to be admitted into the Bachelor of Information Technology at NUST. The applicant may be required to pass an aptitude test and an English place-ments test. UNAM requires an NSSC-O/H Grade 12, with at least 25 points on the UNAM point evaluation scale. The applicants are expected to pass a Departmental Entry Selection test.

Compulsory subjects: Mathematics

### **Tertiary Education**

UNAM and NUST offer a Bachelor of Information Technology: Software Engineering (three years), a Bachelor of Information Technology (Honours) Software Engineering (four years). However to be admitted in the Software Engineering program a candidate must have successfully completed the N. Dip. Information Technology. UNAM also offers a Bachelor of Science in Information and Technology (Honours).

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

After training for the required period graduates should register with the ECN in order to practice as Professional Engineer, Incorporated Engineer or Engineering Technician.

## **PERSONAL REQUIREMENTS**

Successful Software Engineers possess a good command of time and project management skills. In addition the ability to understand client's needs, excellent communication and writing skills.

## **WORK OPPORTUNITIES**

Graduates in Software Engineering can enter a variety of career paths and these include Software Engineer or architect data base developer or administrator, IT manager, Web Developer and Software testing and verification .

## **TELECOMMUNICATION TECHNICIAN**

*A Telecommunication Technician is responsible for installing and maintaining telecommunication networks such as above and underground cables, telephone exchanges, satellite earth stations and so on.*

## **JOB CHARACTERISTICS**

- Installing and maintaining digital (computer- controlled) exchanges.
- Installing and maintaining optical and fibrous cables and microwave carrier systems on long and short range telephone lines.
- Supervising the installation and maintenance of subscribers' telephones.
- Repairing defect equipment.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least NSSC O/H Grade 12 or equivalent qualification, 25 points on the NUST point evaluation scale can be admitted to NUST.

Compulsory subjects: Mathematics and a Physics-related subject

### **Tertiary Education**

NUST offers a three-year N. Dip. In Engineering: Electronic and Engineering: Electrical with the following

relevant sub-courses: Communications, Electronics, Digital Electronics and Electrical Engineering. A Telecommunication Technician can further his/her studies by obtaining the

following qualifications at other SADC Institutions, B. Tech., M. Tech. and D. Tech in Electrical Engineering/ Electronic Engineering to be eligible to register as a Telecommunications Engineer with the ECN.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Telecommunication Technician must have a technical aptitude, interest in electricity and electronics and good eye- hand co-ordination skills.

## **WORK OPPORTUNITIES**

Telecommunication Technicians are employed by media professionals, companies and public sector institutions like the NBC and municipalities. Job prospects are favourable.

## **Mathematical and Computational Occupations**

- Actuary
- Banking, Careers in...
- Certification Officer
- Financial, Sales and Clerical Services
- Computer Industry, careers in the...
- Standards Setting, career in...
- Statistician
- Valuer

### ***ACTUARY***

*An Actuary is an expert in the theory and practice of statistics, specifically focusing on mortality, sickness, retirement and unemployment risks in relation to insurance policies. Actuarial science requires an in-depth knowledge of mathematics, statistics, economics, finance and accounting.*

### **JOB CHARACTERISTICS**

- Devising, compiling and developing insurance policies, pension and medical aid schemes and

performing other functions in the insurance industry.

- Putting into operation pension schemes, as well as life, health, social and other types of insurance systems by using complicated mathematical and statistical calculations.
- Determining premium rates for policies based on mortality, sickness and retirement trends.
- Investigating the life insurance trends, pension scheme developments and making recommendations on that ground.
- Helping to invest funds for insurance companies in order to identify which investment offers the best benefits.
- Communicate complex technical information to non-technical audiences; hence good communication skills are essential.

## **REQUIREMENTS**

### **Secondary Education**

Possession of an NSSC-O/H Grade 12 or equivalent qualification with a pass in at least five subjects (of which Mathematics and English must be included) as well as 25 points on the UNAM evaluation scale is needed. Compulsory subjects: English and Mathematics with at least a C-symbol at NSSC-O level (UNAM) and a B symbol in Mathematics for Financial Mathematics.

Mathematics with at least a B symbol at NSSC-O level (NUST).

### **Tertiary Education**

UNAM offers a related four-year B. Sc. Degrees, BSc Mathematics (Honours) Statistics and BSc Financial Mathematics as well as BSc Statistics (Honours) which allow the candidate to work as an Actuarial Scientist. NUST offers a related three-year B.Sc. degree in Mathematics and Statistics.

## **PERSONAL REQUIREMENTS**

A prospective candidate should be a disciplined, methodical, accurate and responsible individual. He/she should have a mathematical ability and be able to handle statistics.

## **WORK OPPORTUNITIES**

Actuaries are mainly employed by insurance and pension fund companies but opportunities also exist with financial institutions.

### ***BANKING, CAREERS IN...***

*Banks have developed from places where people could keep their money safe, to places where people's increasing and diverse financial needs can be met. Banks have several divisions or departments, which provide financial services to the public and are responsible for the administration of the bank as an organisation.*

## **JOB CHARACTERISTICS**

The following are the different departments and specialised areas in banks:

### ***Cards Section***

- Responsible for cardholder purchases.

### ***Corporate Financial Planning***

- Providing professional financial planning services to corporate clients and parastatals.

### ***Credit Section***

- Providing instalment credit and loan facilities to industries, commerce and professional people.

### ***Internal Audit***

- Dealing with the auditing of internal accounts, computer programmes and other specialised services.

### ***International Banking Services***

- Responsible for the facilitation of international trade.

### ***Life Insurance***

- Most banks provide a service where clients can obtain life insurance policies, estate planning, etc.

### ***Marketing Section***

- Responsible for the process of researching, developing, communicating and distributing products and services to satisfy the financial needs of clients.

### ***Personal Financial Planning***

- Providing professional financial planning to the private sector.
- Responsible for wholesale financing of banks.

## **REQUIREMENTS**

### **Secondary Education**

For UNAM Potential Bankers must possess NSSC-O/H Grade 12 or any equivalent qualification with a minimum of 25 points, out of five (5) subjects which include Maths/Accounting and English on the UNAM and NUST point evaluation scale.

The Institute of Bankers (IOB) must possess NSSC-O/H grade 12 or any equivalent qualification with a minimum of 25 points in six subjects and E-Symbol in English. To follow the certificate and diploma courses at the Institute of Bankers in Namibia (IOB), Mathematics and Accounting is required.

Compulsory subjects: Mathematics, Accounting, English

Recommended subjects: Business Studies, Economics and Accounting

### **Tertiary Education**

UNAM offers a Diploma in Business Administration, Bachelor of Business Administration (Honours) and Bachelor of Accounting and related Post graduate degrees.

The NUST offers the following related diploma and degree courses: Accounting, Marketing, Human Resource Management and Economics.

The Institute of Bankers in Namibia (IOB) is the examination body for the banking sector in Namibia. The institute offers the Certificate in Banking as well as the following diploma courses: Credit and Advanced Credit, Marketing and Advanced Marketing, Treasury, Estate and Financial Planning, Advanced Estate and Financial Planning and Property Finance. Courses are offered on correspondence or distance education basis. In-service training is usually provided by the bank. The aim is to equip employees to master day-to-day tasks within the work environment effectively and to deal and communicate with clients in a professional manner.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Bank Employee must be accurate and responsible and should possess an aptitude for computational work. Integrity, honesty and the maintenance of good interpersonal relations are equally important.

## **WORK OPPORTUNITIES**

People who follow careers in banking are employed by banks and financial institutions.

### ***CERTIFICATION OFFICER***

*Certification Officers assess specific certification systems of clients for compliance against the requirements of relevant standards. They certify Management Systems for example ISO 9000, ISO 14001 and ISO 22000, inspect and certify products for compliance against requirements of relevant standards and assess persons who require or request to be certified as competent in their area of operations*

## **JOB CHARACTERISTICS**



- Sets out conformity principles for personnel, products or management systems, as well as for related documents, in accordance with the relevant Namibian or international standards issued by the International Organisation for Standardisation
- Assess Client readiness for certification.
- Assesses and recommend certification of persons, products and management systems
- Prepares certificates once certification has been achieved
- Performs regular spot-checks and follow-ups; or monitors accredited personnel once certification has been effected. Advises supervisor of changes that need to be effected to the certification process
- Provide information on certification process to clients.

## **REQUIREMENTS**

### **Secondary Education**

To register for a B.Sc. (Honours), a candidate needs to have obtained at least a C-symbol in both NSSC Mathematics and NSSC Physical Science (or equivalent qualifications)

Possession of at least a NSSC-H Grade 12 or equivalent qualification with matriculation exemption or outstanding NSSC-O Grade 12 or equivalent is required to be admitted to other SADC tertiary institutions.

### **Tertiary Education.**

A tertiary qualification in science, preferably related to quality management, is required.

UNAM offers BSc Degrees that can enable a candidate to be admitted for short courses and certificate level courses in some SADC institutions.

Compulsory subjects: Mathematics

## **PERSONAL REQUIREMENTS**

A prospective Certification Officer should be committed to sufficiency of service delivery and also be honest, respectful, responsible, accountable and innovative.

## **WORK OPPORTUNITIES**

Certification Officers work for Standards bodies, like the Namibian Standards Institution (NSI).

*Financial, Sales and Clerical Services*

- *Accountant*
- *Auditor*
- *Bookkeeper*
- *Financial Advisor*
- *Financial Analyst*
- *Financial and Investment Manager*
- *Insurance Agent*

## **ACCOUNTANT**

*An Accountant is responsible for the preparation and reporting of financial statements for presentation to the public. He/she can also act as a consultant on financial matters, taxation and estate planning. Accounting is a progression to Chartered Accountant.*

## **JOB CHARACTERISTICS**

- Preparing and certifying financial statements for presentation to management, shareholders and other bodies.
- Preparing tax returns, advising on taxation problems and contesting disputed claims before tax officials.
- Determine payroll requirements, maintain payroll data, prepare and process monthly payrolls
- Providing professional financial advice to clients.
- Examining books and records of clients and considering the adequacy of the controls over the safe keeping of the client's assets.
- Acting as executor, trustee, liquidator or curator, as legal training forms part of their course.

## **AUDITOR**

*An Auditor would attest on the reasonableness and accuracy of the annual financial statements of companies. After carrying out procedures to verify the completeness, accuracy, existence and valuation of a company's assets and liabilities, an auditor opinion is reflected in an audit report, issued to the shareholders of the company. The Auditor has to be registered as a Chartered Accountant.*

## **JOB CHARACTERISTICS**

- Examine the financial statement prepared by accountants to ensure that they represent the company's financial position accurately.
- Carrying out special assignment's requested by clients, such as valuations and fraud investigations.
- Carrying out audit procedures to verify the completeness, accuracy, existence and valuation of assets and liabilities of enterprises.
- Investigating accounting methods adopted by clients, making recommendations for improvement, etc...

## **REQUIREMENTS**

### **Secondary Education**

A possession of NSSC-O/H grade 12 with or any equivalent qualification with a minimum of 30 points in five subjects on UNAM and NUST evaluation scale. UNAM require a C at NSSC-O (English as a Second Language) or grade D at NSSC-O (English First Language) level and at least a B in NSSC-O Mathematics. UNAM department reserves the right to interview students before admission to the program. If a candidate only obtains the equivalent of a C in NSSC-O (core level) Mathematics; then a B in NSSC-O in Accounting at school level must be obtained with a minimum of 32 points in five subjects on the UNAM evaluation scale.

NUST at least an E symbol at NSSC-O in English and at least a D symbol at NSSC-O in Mathematics.

Compulsory subjects: Mathematics and English.

Recommended subjects: Accounting, Economics and Business

### Studies **Tertiary Education**

Candidates can enrol for the four-year B. Acc. (honours) degree offered by UNAM or a four year Bachelor of Accounting at NUST.

NUST also offers an Advanced Diploma in the Theory of Accounting (ADTA). This is designed to prepared Chartered Accountancy.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

Students that did their undergrad at UNAM can do their Honours at the University of the North West and students that studied at NUST can do their Honours at the University of Johannesburg – no need for a bridging year. Should students want to go and do their Honours at another university they would need to complete a bridging year at the specific university before they can do their Honours programme. After completing their Honours, students will do a 3 year on the job training period at a firm registered with ICAN (Institute of Chartered Accountants Namibia). For candidates who prefer part time studying, the training period is 5 years. Upon successful completion of both the academic and practical training, you can register with the Institute of Chartered Accountants (ICAN).

#### *Other related Degrees in Accounting Field.*

- *Forensic Accounting*
- *Business Accounting*
- *Taxation*
- *Cost Accounting*

## **PERSONAL REQUIREMENTS**

A prospective Accountant should possess integrity, sound judgement and have an above-average interest and aptitude for working with figures.

## **WORK OPPORTUNITIES**

Auditors and Accountants can be employed by in the public service, Non-governmental organizations, auditing firms as well as by the general commercial industry and International Agencies. Self-employment is a possibility after sufficient experience has been gained.

### ***BOOKKEEPER***

*A Bookkeeper maintains complete systematic records of financial transactions of an organization and verifies accuracy of documents and records relating to such transactions.*

## **JOB CHARACTERISTICS**

- Writing up books of prime accounting entry, like cash books, petty cash books, sales and purchase journals and general journals.
- Posting transactions to ledgers, like the general ledger and subsidiary ledgers, such as debtors and creditors ledgers.
- Drawing up a trial balance from ledgers.
- Preparing payments to creditors of the enterprise in the form of cheques, bank drafts or electronic money transfers.
- Invoicing debtors of the enterprise, receiving money and issuing receipts.
- Preparing reconciliations between the various sets of records of the enterprise, such as the bank account, creditors' statements and between subsidiary and general ledgers.
- Applying knowledge of bookkeeping principles and practices in order to identify and solve problems arising in the course of their work.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires a NSSC-O/H Grade 12 or any equivalent qualification with a minimum of 17 points with E-Symbol in English/22 points in 5 subjects and D-Symbol in English/25 points in 5

subjects with a C-Symbol in Mathematics, C-Symbol in English as a Second Language and a D-Symbol as a First Language.

NUST requires a minimum of 25 points out of five (5) subjects which includes Mathematics / Accounting and

English.

Compulsory subjects: Mathematics (UNAM).

A pass in Mathematics and Accounting (NUST).

### **Tertiary Education**

UNAM offers Certificate in Accounting; Diploma in Auditing and Bachelor Degree in Accounting.

NUST offers a Diploma in Theory of Accounting (DTOA), B-Tech in Accounting and Bachelor of Accounting Degree.

Candidates may be admitted to this programme if they meet the General Admission Requirements of the Namibia University of Science and Technology and comply with the additional requirements below: Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

Registration or membership to a body of Accountants or Bookkeepers is not required but can be of advantage.

### **PERSONAL REQUIREMENTS**

A prospective Bookkeeper must be trustworthy, honest, neat and have a mathematical ability. **WORK OPPORTUNITIES**

Bookkeepers are employed in both the public and private sectors. Private and part-time practice is possible, since small firms may not have full-time Bookkeepers.

### **FINANCIAL ADVISOR**

*A financial advisors is a specialist who provide advice on investments, insurance, home loans, study policies, estate and retirement planning, taxes, to help individuals manage their finances and reach optimum financial goals.*

### **JOB CHARACTERISTICS**

- Sell several policies that protect individuals and businesses from financial losses.
- Provide financial advices to clients on life insurance, retirement planning; estate planning etc.
- Maintain safe records and reports of clients 'insurance policies.
- Maintain regular contact with clients and also, answer clients' questions pertaining to their policies' and make changes to existing clients policies.

### **REQUIREMENTS**

#### **Secondary Education**

Possession of at least a Grade 12 certificate.

#### **Tertiary Education.**

Any relevant qualification in Marketing and Sales Representation.

## **PERSONAL REQUIREMENTS**

A financial advisor should be confident, assertive, and able to work with people from different backgrounds. Good communication skills, integrity and respect are important.

## **WORK OPPORTUNITIES**

Financial Advisors can work in insurance companies.

## ***FINANCIAL ANALYST***

*A Financial Analyst works in the field of investment securities. His/her services are required by investment brokers, banks, pension funds, investment banking firms and insurance companies.*

## **JOB CHARACTERISTICS**

- Making assessment of the economic performance of individual firms or whole industries and to make investment recommendations.
- Staying abreast of current happenings in the fields of industrial technologies, business, finance and economic theory.
- Helping to direct capital (assets, investments, money) of a country that is managed professionally by institutions like the government, private institutions, parastatals, etc.
- Assessing complex data and producing oral and written reports.

- Determines cost analysis, monitoring variances and data collection standards.
- Comparative analysis of actual financial data and forecast/ planned financial data.
- Establishes and enforces policies and procedures based on cost analysis. Trend forecasting to explain processes and techniques as well as making recommendations.

## **REQUIREMENTS**

### **Secondary Education**

Possession of NSSC-O/H Grade 12 or equivalent qualification, with passes in at least five subjects and 25 points on the UNAM and NUST point evaluation scale, is required to enrol at UNAM and NUST. Compulsory subjects: Mathematics (UNAM) and Accounting and Mathematics for NUST.

Recommended subject: Business Studies

### **Tertiary Education**

UNAM offers a four year B. Accounting (Honours), B. Economics (Honours) and a B.Sc. Mathematics/ Statistics degree. Bachelor of Science in Financial Mathematics (Honours). NUST also offers a Bachelor in Accounting and a Bachelors in Economics.

## **PERSONAL REQUIREMENTS**

A Financial Analyst must be able to work independently and to make sound analysis of the general dynamics of the economy. He/she needs good communication skills to make verbal as well as written presentations. The job requires initiative, resourcefulness and diplomacy.

## **WORK OPPORTUNITIES**

Financial analysts are employed in government, financial institutions, private companies and accounting firms. They can also work as consultants.

### ***FINANCIAL AND INVESTMENT MANAGER***

*A Financial and Investment Manager plans, directs and co-ordinates the financial operations of an enterprise.*

## **JOB CHARACTERISTICS**

- Assessing the financial situation of the enterprise, preparing budgets and reports, as well as controlling various financial operations.
- Controlling expenditure and ensuring the efficient use of resources.
- Establishing and directing operational and administrative resources.
- Planning and directing daily operations.
- Obtaining information about the financial circumstances of customers and companies in which investments may be made.
- Analysing market trends of securities, bonds, stocks and other financial instruments, including foreign exchange.



- Advising on and participating in the negotiation of terms for loans and placement of stocks and bonds in the financial market in order to raise capital for customers.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires a NSSC-O/H grade 12 with 25 points in five subjects, a D symbol in English first language or C symbol at second language and a D symbol in Mathematics/Accounting. NUST requires 25 points in five subjects and D symbol in Mathematics.

Compulsory subject: English and Mathematics (UNAM).

Accounting and Mathematics (NUST).

Recommended subjects: Business Studies and Economics.

### **Tertiary Education**

A Bachelor's degree in Business Administration (Banking and Finance) can be studied at UNAM.

NUST offers a Diploma in Theory of Accounting (DTOA), B-Tech in Accounting and Bachelor of Accounting Degree.

## **PERSONAL REQUIREMENTS**

A prospective Financial and Investment manager should have a numerical aptitude and be detailed and accurate.

## **WORK OPPORTUNITIES**

A prospective Financial and Investment manager can be employed by large companies. Self-employment is a viable option if sufficient experience has been gained.

### ***INSURANCE AGENT***

*An Insurance Agent sells insurance policies to individuals, families, businesses and other groups. In addition he/she provides a variety of services to his/her customers, ranging from pre-sales advice to assisting in the filing of claims.*

## **JOB CHARACTERISTICS**

- Insurance agents spend much time outside the office, conducting or interviewing customers.

## **REQUIREMENTS**

### ***Secondary Education***

At least a Grade 12 is recommended.

### ***Tertiary Education***

In-service training is offered for prospective insurance agents by respective employers.

## **PERSONAL REQUIREMENTS**

A prospective candidate must be trustworthy, have good sales skills and must have no criminal record.

## **WORK OPPORTUNITIES**

Insurance agents can be employed by banks, insurance companies, etc.

### ***Computer Industry, careers in the...***

- *Computer Operator*
- *Computer Programmer*
- *Computer Technician*
- *Systems Analyst*
- *System Administrator*

## **COMPUTING PROFESSIONALS**

*Computing professionals conduct research, plan, develop and improve computer-based information systems. They also develop principles and operational methods, maintain data dictionaries and management systems of data bases to ensure the integrity and security of data.*

### ***COMPUTER OPERATOR***

## **JOB CHARACTERISTICS**

- Operating and controlling peripheral and related computer equipment which is used to record, store, transmit and process digital data and to display data a letters, numbers or graphs on screen, paper or film, as requested by users.
- Organizing computing jobs as specified by users to ensure timely, safe and efficient execution.
- Mounting magnetic tapes and disks as needed for processing or recording data in machine-readable form.
- Keeping a library of disks and tapes.
- Keeping log of computing operations.
- Performing back-up operations according to regular procedures.
- Applying knowledge of principles and practices of computers and peripheral equipment in order to identify and solve problems arising in the course of their use and making minor repairs and adjustments.

## **REQUIREMENTS**

### **Secondary Education**

Possession at least an NSSC-O Grade 12 or equivalent qualification is required to be accepted for in-service training at companies.

Compulsory subject: Mathematics (NUST)

Recommended subjects: Mathematics and Computer Science, Keyboard and Word Processing

### **Tertiary Education**

Computer operators receive in-service training at computer companies.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate must be able to make quick decisions and concentrate for long periods of time. He/she should also be able to work independently as well as in a team.

## ***COMPUTER PROGRAMMER***

### **JOB CHARACTERISTICS**

- Organizing available information and analysing the problem.
- Drawing up a plan of the steps by which a computer will perform a set task.
- Writing a detailed programme which will enable the computer to solve a problem in the most efficient way. This is written in computer languages.
- Testing the programme for correctness with the aid of the computer and then correcting any faults.

### **REQUIREMENTS**

#### **Secondary Education**

Possession of a NSSC-O/H Grade 12, with a minimum of 25 points on the UNAM and NUST point evaluation scale or equivalent qualification, is required. Mathematics and English are required subjects. Candidates wishing to major in Computer Science are expected to pass a departmental entry requirement test.

Compulsory subject: Mathematics (UNAM)

Mathematics with at least a C symbol at NSSC-O (NUST)

#### **Tertiary Education**

UNAM offers Bachelor of Science in Computer Science (Honours) and Bachelor of Science in Information Technology (Honours)

NUST offers a Bachelor of Information Technology/Computer Science. All applicants must undergo an aptitude test.

People in the computer industry should continuously update their skills, since technology is changing at a fast pace.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate must have an above-average intelligence, mathematical ability, knowledge and interest in computer languages. He/she should enjoy problem-solving and be able to concentrate for long periods of time.

## **WORK OPPORTUNITIES**

Workers in the computer industry can work for any company or business that uses computer systems and networks. Career entry points can be as Computer Consultant, Computer Salesperson, Programmer, Database Administrator, Systems Analyst and Management Information Systems Specialist, depending on qualifications. They can also start their own business if sufficient experience has been gained. Candidates with the necessary qualifications can also teach at various institutes.

## ***COMPUTER TECHNICIAN***

### **JOB CHARACTERISTICS**

- Installing, maintaining and repairing computer systems or programmes on particular hardware.
- Keeping himself/herself up to date with the latest changes and developments since computer systems are constantly being modified and improved.
- Visiting houses of client or offices of companies, whenever there are technical faults in the system.
- Finding faults on computers and correcting them accordingly.

### **Secondary Education**

Possession of at least a Grade 10 certificate is required to be accepted by a vocational training centre. NUST and UNAM require an NSSC-O/H Grade 12 or equivalent qualifications, 25 points in 5 subjects on the NUST's or UNAM's point evaluation scale.

Recommended subjects: Mathematics and Computer Studies.

## Tertiary Education

The NUST offers a Diploma in Information Technology and a Bachelor of Information Technology: Business Computing. All applicants must undergo an aptitude test. An electrical engineering-related trade can be com



pleted at a vocational training centre and a technical diploma can be completed at various private colleges.

A+ certification is available in Namibia and can be completed The Institute of Information Technology (IIT).

UNAM offers Bachelor of Science in Computer Science (Honours) and a Bachelor of Science in Information Technology (Honours)

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate should have sharp eyesight and must be colour conscious. The person should be interested in electronics and science and be a logical and patient individual.

## ***SYSTEMS ANALYST***

*A Systems Analyst designs new information technology solutions to improve business efficiency and productivity.*

## **JOB CHARACTERISTICS**

- He/she designs computer information systems, modifies systems to improve output and expands computer systems to serve new purposes.
- He/she provides recommendations about the selection of new equipment and software.
- He/she prepares computer programmes.

## **REQUIREMENTS**

### ***Secondary Education***

Possession of a NSSC-O or NSSC-H Grade 12, with a minimum of 25 points from five subjects on the UNAM and NUST point evaluation scale or equivalent qualification.

Compulsory subject:

Mathematics (UNAM and NUST)

## **Tertiary Education**

UNAM offers Bachelor of Science in Computer Science (Honours) and Bachelor of Science in Information Technology (Honours)

NUST offers a Bachelor of Information Technology and a Bachelor in Computer Science. Candidates wishing to major in Computer Science are expected to pass a departmental test.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate must have an above-average intelligence, mathematical ability, knowledge and interest in computer languages. He/she should enjoy problem-solving and be able to concentrate for long periods of time. Systems analysts must be able to think logically and should like working with ideas. He/she should also be able to handle a number of tasks simultaneously. System Analysts should be willing to keep abreast of the latest innovations in the computer industry, since technology is changing at a fast pace.

## **WORK OPPORTUNITIES**

Workers in the computer industry can work for any company or business that uses computer systems and networks. Career entry points can be as Computer Consultant, Computer Salesperson, Programmer, Database Administrator, Systems Analysts and Management Information Systems Specialist, depending on qualifications.

They also make advances in telecommunications technology and scientific research. They can also start their own business if sufficient experience has been gained. Candidates with the necessary qualifications can also teach at various institutes.

## **SYSTEM ADMINISTRATOR**

*A System Administrator is person responsible for the maintenance, arrangement/layout of the effective functioning of computer systems specifically computer on a network server.*

## **JOB CHARACTERISTICS**

- Ensure that the processing speed, performance, and security needs of users are met.
- Adding, removing, amending user account details as well as changing password.
- Installing, updating computer elements and software components.
- Provide routine automation, implement security policies and troubleshoot.

## **REQUIREMENTS**

### **Secondary Education**

Possession of a NSSC-O or NSSC-H Grade 12, with a minimum of 25 points from five subjects on the UNAM and NUST point evaluation scale or equivalent qualification. A minimum C-symbol in

NSSC mathematics at ordinary level, or equivalent.

Compulsory subject: Mathematics, Computer Science (UNAM and NUST)

### **Tertiary Education**



UNAM offers Bachelor of Science in Computer Science (Honours) and Bachelor of Science in Information Technology (Honours) .Candidates wishing to register for these programs will be expected to pass a departmental entry section test.

NUST offers Bachelor of Computer Science and Bachelor of Information Technology. Candidates wishing to major in Computer Science are expected to pass a departmental test.

Investigate the TVET route by consulting NTA and NQA accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

Problem Solving Skills, Teamwork, Good communication skills.

## **WORK OPPORTUNITIES**

System Administrator can be employed in organizations, Schools, institutions and in the government sector.

A Bachelor in Computer Science allows one to work in the field of:

- *Communication Network*
- *Software Development*
- *Cyber Security*

Several institutions that offers related courses include: IUM, INTEC, DAMELIN, MONOTRONICS and LINGUA.

Standards Setting, careers in...

- *Industrial Metrologist*
- *Standards Officer*

## **INDUSTRIAL METROLOGIST**

*Industrial Metrologists perform calibration of measurement equipment, including balances, masses, volumes and thermometer. Such instruments measure characteristics of objects, substances, or phenomena, such as length, mass, volume, time, temperature and electric current.*

## **JOB CHARACTERISTICS**

- Performs instrument evaluation and calibration based on principles of measurement science
- Schedules calibration and prepares calibration report pattern descriptions and authorized alternatives
- Evaluates and updates calibration procedures continually, as well as maintains and/or
- updates documents and procedures (in line with SADC MET documents and recommendations)
- Provides customers with technical information and advise on methods of resolving measurement problems
- Decides on the accuracy of the data and whether the instruments comply with legal stipulations

## **REQUIREMENTS**

### **Secondary Education**

To register for a B.Sc. Degrees in Physics, Chemistry or Math a candidate needs to have obtained at least a C-symbol in both NSSC Mathematics and NSSC Physical Science (or equivalent qualifications)

Possession of at least a NSSC-H Grade 12 or equivalent qualification with matriculation exemption or outstanding NSSC-O Grade 12 or equivalent is required to be admitted to other SADC tertiary institutions.

### **Tertiary Education**

A tertiary qualification in Physics, Chemistry, Metrology or equivalent technical qualification (example, Electrical Instrumentation) is required.

UNAM offers a B.Sc. in Physics (Honours) and BSc Physics: Chemistry Stream required for in house training by the Industrial Metrology Laboratory. Graduates are trained in house or sent to South African institutions for Certificate level raining in different specific areas of specialization. Training at the Laboratory involves observing qualified Metrologists, then working under supervision until they meet expected standards of performance.

Compulsory subjects: Geometrics, Physics and Chemistry

## **PERSONAL REQUIREMENTS**

Methodical and analytical, a good listener and communicator in both verbal and written English, assertive and honest.

## **WORK OPPORTUNITIES**

Industrial Metrologists work for Calibration Laboratories, Ministry of Trade and Industry or Standards bodies, like the Namibian Standards Institution.

### ***STANDARDS OFFICER***

*Standards Officers develop standards together with stakeholders from the relevant industries.*

## **JOB CHARACTERISTICS**

- Initiates the identification of standardisation subjects for a variety of products and their inclusion in the work programme of the NSI
- Invites suggestions from various sources such as government ministries, offices and agencies, manufacturers and trading companies, professional institutions, consumers and regional standards bodies
- Develops, sets out related systems and documents in accordance with the relevant international standards
- Prepares documentation once agreements on standards has been achieved
- Prepares a comprehensive standards resource package for the Standards Officers for both information and training purposes

- Advises supervisors of changes that need to be effected
- Monitors the performance of products compliance
- Decides whether the standardisation processes are effective and efficient

## **REQUIREMENTS**

### **Secondary education**

To register for a B.Sc. Degrees in Physics, Chemistry or Math a candidate needs to have obtained at least a C-symbol in both NSSC Mathematics and NSSC Physical Science (or equivalent qualifications)

Possession of at least a NSSC-H Grade 12 or equivalent qualification with matriculation exemption or outstanding NSSC-O Grade 12 or equivalent is required to be admitted to other SADC tertiary institutions. Compulsory subjects: Mathematics, Physics and Chemistry

### **Tertiary Education**

Standards Officers require a tertiary qualification in Science, with Mathematics, Physics and Chemistry UNAM offers a B.Sc. (Honours) Degrees in the recommended subjects.

## **PERSONAL REQUIREMENTS**

Assertiveness, initiative. Commitment to efficiency of service delivery. Honesty, respect, responsible and accountability and a sense of innovation.

## **WORK OPPORTUNITIES**

Standards Officers work for Standards bodies, like the Namibian Standards Institution.

### **STATISTICIAN**

*A Statistician gives meaning to occurrences by assigning numerical values to them. Statistics includes all the ways in which information is collected, processed and interpreted.*

## **JOB CHARACTERISTICS**

- Describing and/or summarizing of data obtained from samples and populations.
- Making inferences about population indices on the basis of the corresponding indices obtained from samples drawn randomly from the populations.
- Advising on or applying mathematical principles, data collection and statistical methods, models and techniques and determining the reliability of findings, especially in such fields as engineering, agronomy, business and medicine as well as in other areas of natural, social or life sciences.
- Evaluating, processing, analysing and interpreting statistical data and preparing it for publication.

## **REQUIREMENT**

### **Secondary Education**

Possession of a NSSC-O/H Grade 12 or equivalent qualification, with passes in at least five subjects and 25 points (UNAM and NUST) point evaluation scale is required.

Compulsory subjects: English C- Symbol in Second Language and D-Symbol as First Language. Mathematics with at least a C-symbol at NSSC-O level (UNAM).

Mathematics with a B-symbol at NSSC-O and a E-symbol in English. Candidates that obtained a C-symbol will be required to sit for an entrance test in Mathematics (NUST).

### **Tertiary Education**

UNAM offers a Bachelor of Science in Statistics or Population Studies (Honours) degree. NUST offers a B.Sc. degree programme in Applied Mathematics and Statistics.

### **PERSONAL REQUIREMENTS**

A prospective Statistician should be able to reason logically and be a good problem solver. A good Aptitude in Mathematics is required.

### **WORK OPPORTUNITIES**

Opportunities exist at insurance and investment companies, research councils, financial institutions and the Public Service.

### **VALUER**

*A Valuer establishes the monetary value of property, merchandise, business assets and various kinds of goods such as pieces of art, precious stones, motor vehicles as well as personal and household articles. He/ she does this by establishing the most readily comparable facts and by examining them with regard to conditions and authenticity.*

## **JOB CHARACTERISTICS**

- Determining the quality or value of raw materials, real estate, industrial equipment, personal and household articles, work of art, gems, estates of deceased persons and other objects offered for sale or to be insured.
- Assessing the extent of damage or loss and liabilities of insurance companies and underwriters for losses covered by insurance policies.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a NSSC-H/O Grade 12 or equivalent qualification is needed to be admitted to NUST with 30 points in five subjects. For a Diploma, at least an E in NSSC-O for Mathematics and English Language but the candidate will be required to enrol for English communication course in the first year of studies.

Compulsory subjects: Mathematics,

Recommended subject: Geography

### **Tertiary Education**

NUST offers a four year Bachelor's degree in Property Studies and a three year Diploma in Property Studies.

## **PERSONAL REQUIREMENTS**

A prospective Valuer must be able to think clearly and logically to gather, coordinate and analyze information precisely and accurately. He/she must possess unquestionable integrity and should also have a technical inclination.

## **WORK OPPORTUNITIES**

Valuers can be employed by financial institutions, property development companies, private practices and the Public Service.

## **MEDICAL AND PARAMEDICAL OCCUPATIONS**

- *Ambulance and emergency care worker/paramedic*
- *Biomedical Engineer*
- *Chiropodist (podiatrist)*
- *Chiropractor*
- *Clinical Technologist*
- *Dental assistant*
- *Dental technician*
- *Dentist/Dental surgeon*
- *Dietician/Nutritionist*
- *Environmental Health Officer (health inspector)*
- *Health Extension Workers*
- *Homeopath*
- *Medical doctor*
- *Medical-laboratory technologist*
- *Medical Physicist*

- *Medical representative*
- *Naturopath*
- *Nurse*
- *Occupational health and Safety Officer*
- *Occupational Health Nurse*
- *Occupational therapist*
- *Optical technician*
- *Optometrist*
- *Oral hygienist*
- *Orthotics-Prosthetics*
- *Pharmacist/Pharmacist Assistant*
- *Physiotherapist*
- *Public Health Specialist*
- *Radiographer/Radiographer Assistant*
- *Speech Language Pathologist (Speech Therapist) and Audiologist*

## **AMBULANCE AND EMERGENCY CARE WORKER/ PARAMEDIC**

An Ambulance and Emergency Care Worker is mostly responsible for resuscitation and stabilization of the condition of critically ill or injured persons by applying emergency care before and during transportation to the hospital.

### **JOB CHARACTERISTICS**

- Transporting and caring for the sick and injured people.
- Undertaking more sophisticated methods of rescuing people in emergencies.
- Responding promptly to emergency calls and hastening to the scene of illness or injury with due regard to the requirements of traffic safety and to legislation pertaining to the operation of emergency vehicles.
- Making a quick survey of both the situation and the patient(s) to establish the needs on arrival at the scene and to decide upon suitable treatment.
- Making the scene safe, maintaining safety standards and removing the patient from further possible hazards.
- Administering shock treatment, dressing wounds, providing Cardio Pulmonary Resuscitation and other medical techniques to stabilize a patient.
- Supplying the medical staff with an accurate report of the patient's condition, treatment and, if possible, medical history.
- Cleaning both vehicle and equipment and replacing supplies before the next emergency run.

### **REQUIREMENTS**

#### **Secondary Education**

A prospective Emergency Care Practitioner should be at least 18 years old and in possession of a Grade 10 or 12 certificate(s) with 20 points/equivalent qualification. He/she should have a Code B/BE driver's license. The Polytechnic of Namibia requires a NSSC-O grade 12 or equivalent qualification.

Compulsory subject: Mathematics

Recommended subject: Biology

#### **Tertiary Education**

NUST offers a National Higher Certificate in Emergency Care. Candidates with a Basic Life Support Certificate can gain entrance into this course.

The Ministry of Health and Social Services offers theoretical and in-service training to Emergency Care Practitioners. The basic course for emergency care practitioners is a five-week full-time course and the candidate has to complete 1000 hours on an ambulance to advance to the intermediate course which is six months long. All three courses are accredited by the accredited by the Health Professions Council of Namibia (HPCNA).

Accredited course may also be offered at various TVET institutions.



## **PERSONAL REQUIREMENTS**

A prospective Emergency Care Practitioner should be sympathetic, responsible and sincere and have sound judgement and extensive knowledge of first aid. He/she should also be fairly strong and level headed.

## **WORK OPPORTUNITIES**

Emergency Care Practitioners are employed by the Public Service, private hospitals as well as private rescue organisations like Lifelink Emergency Rescue Services, Emed Rrescue24, Med rescue or International SOS and ATA International Training Namibia.

## ***BIOMEDICAL ENGINEERING***

*Biomedical engineering (BME) is the application of engineering principles and design concepts to medicine and biology for healthcare purposes. This field seeks to close the gap between engineering and medicine, combining the design and problem solving skills of engineering with medical biological sciences to advance health care treatment, including diagnosis, monitoring, and therapy.*

*The following are examples of specialty areas within the field of biomedical engineering:  
Bioinstrumentation which uses electronics, computer science, and measurement principles to develop instruments used in the diagnosis and treatment of medical problems.*

*Biomaterials which is the study of naturally occurring or laboratory-designed materials that are used in medical devices or as implantation materials.*

*Biomechanics involves the study of mechanics, such as thermodynamics, to solve biological or medical problems.*

*Clinical engineering applies medical technology to enhance healthcare delivery.*

*Rehabilitation engineering is the study of engineering and computer science to develop devices that assist individuals recovering from or adapting to physical and cognitive impairments.*

*Systems physiology uses engineering tools to understand how systems within living organisms, from bacteria to humans, function and respond to changes in their environment.*

## **JOB CHARACTERISTICS**

- Design biomedical equipment and devices, such as artificial internal organs, replacements for body parts, and machines for diagnosing medical problems
- Train clinicians and other personnel on the use of biomedical equipment
- Install, adjust, maintain, repair, or provide technical support for biomedical equipment
- Evaluate the safety, efficiency, and effectiveness of biomedical equipment
- Train clinicians and other personnel on the proper use of biomedical equipment
- Research the engineering aspects of the biological systems of humans and animals with life scientists, chemists, and medical scientists
- Prepare procedures, write technical reports, publish research papers, and make recommendations based on their research findings
- Present research findings to scientists, nonscientist executives, clinicians, hospital management, engineers, other colleagues, and the public.

## **REQUIREMENTS**

### **Secondary Education**

An NSSC-O/H grade 12 or equivalent qualification, 25 points on the NUST point evaluation scale; with B (NSSC – O) or 4 (NSSC –H) or equivalent in Mathematics, B (NSSC – O) or 4 (NSSC –H) or equivalent in Biology/Physiology, B (NSSC – O) or 4 (NSSC –H) or equivalent in Physical Science and E (NSSC - O) or 4 (NSSC - H) or equivalent in English is required for admittance to the course of Bachelor of Biomedical Sciences at NUST.

Possession of a NSSC –O or H Level Grade 12 or equivalent qualification, with matriculation exemption is required to study at SADC universities.

An outstanding NSSC -O/H Grade 12 or equivalent qualification, is required for admittance to SADC polytechnics and universities.

Compulsory subjects: Mathematics, English, Biology/Physiology and Physical Science.

### **Tertiary Education**

A four years Bachelor of Biomedical Sciences can be obtained from NUST. The degree includes a research component and 1 year of practical work-based learning.

Studies in Biomedical Engineering can also be pursued at various SADC polytechnics and universities.

## **PERSONAL REQUIREMENTS**

A prospective candidate should have sound knowledge in mathematics and sciences; which is ultimate to solve highly technical problems. They must also be creative to come up with innovative and integrative advances in healthcare equipment and devices.

He or she must be able to express themselves clearly because Biomedical Engineers sometimes work with patients and frequently work on teams. They must seek others' ideas and incorporate those ideas into the problem-solving process.

## **WORK OPPORTUNITIES**

Biomedical Engineers work in manufacturing, private & public hospitals, universities, and research facilities of companies and educational and medical institutions.

## **CHIROPODIST (PODIATRIST)**

*A Chiropodist cares for feet by diagnosing problems, injuries or pathologies relating to the feet. The Chiropodist deals with callouses, malformed nails and infections, using pharmaceutical preparations and specialised dressings. He/she receives training in the use of surgical, pharmaceutical and electrical techniques. A Chiropodist is thus generally concerned with the treatment and prevention of foot disorders.*

## **JOB CHARACTERISTICS**

- Undertaking physical examinations of feet, including use of X-rays, then analyzing and interpreting the results and exploring all relevant treatment possibilities.

- Deciding on a course of treatment which may include the administering of medicine, the prescription of exercise or special shoes and other aids.
- Designing, manufacturing and prescribing orthotic aids or plaster casts to help a patient overcome a problem.
- Treating people with knock-knees, pigeon toes (inwardly-turned feet), uneven tread, or those with sport injuries.
- Treating abnormal skin conditions of the feet, for example, fungal infections.
- Diagnosing diseases which initially manifest themselves in the patient's limbs and feet, and referring such cases to a physician.
- Performing minor surgery, such as the removal of a toenail.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a NSSC-H or outstanding NSSC-O Grade 12 or equivalent qualification is required to be admitted to the Witwatersrand Technikon in South Africa.

Compulsory subjects: Biology and Physical Science Recommended subject: Mathematics

### **Tertiary Education**

The B. Tech.: Podiatry is offered at various universities in SADC. It is a four-year course after which the person may register as Chiropodist with the HPCSA. This course is currently not offered in Namibia.

To practise in Namibia Chiropodists must be registered by the MOHSS in terms of the Allied Health Professions Council.

## **PERSONAL REQUIREMENTS**

A prospective Chiropodist should have good manual dexterity, sound eye-hand co-ordination skills, be responsible, sympathetic and have good interpersonal skills.

## **WORK OPPORTUNITIES**

Chiropodists are employed by hospitals, homes for the aged or maladjusted, in consultation capacity for the industry or can form part of a health team. Self-employment is a viable option.

## ***CHIROPRACTOR***

*A Chiropractor is a medical practitioner trained to diagnose, treat and prevent mechanical disorders pertaining to the human frame. He/she is responsible for the treatment and prevention of functional disorders of the neuro-musculo-skeletal system.*

## **JOB CHARACTERISTICS**

- Treating patients on the principle that a person's health is determined largely by the nervous system, and that interference with this system impairs normal functions and resistance to disease.
- Conducting physical examinations and treating illnesses and injuries.

- Using X-rays to help locate the source of the patient's difficulties.
- Using manipulative therapy together with adjunctive therapies such as acupuncture and ultrasound.
- Prescribing compiled diets, exercise, supports, nutritional supplements and rest to patients.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a NSSC-H Grade 12 or equivalent qualification is required to be admitted to two possible Tertiary Institutions in South Africa.

Compulsory subjects: Mathematics and Physical Science

Recommended subject: Biology

### **Tertiary Education**

Chiropractic training can be obtained at two training facilities in South Africa: the University of Johannesburg and the Durban University of Technology, both of which offer a 5-year full time Master's Degree in Chiro-practic: M. Tech. (Chiro). For registration as a Chiropractor a one year internship is required. Chiropractic education is fairly standardized around the world and any chiropractor who has graduated from a college that has a CCE accreditation or equivalent complies with minimum requirements for registration.

Prospective Chiropractors must register with the Allied Health Professions Council of Namibia before being able to practice. It is also advisable to register with the Namibian Chiropractic Association, the professional body.

No training is currently offered in Namibia but professionals who would like to practice in Namibia must be registered by the MHSS in terms of the Allied Health Professions Council.

## **CLINICAL TECHNOLOGIST**

*Clinical Technologists perform clinical investigative procedures as well as corrective and therapeutic procedures on patients, in collaboration with medical practitioners. They make use of electro-physiological equipment and other appropriate apparatus and techniques.*

## **JOB CHARACTERISTICS**

There are different types of specialties for clinical technologists:

### ***Cardiology***

- Clinical technologists in this field perform special procedures to assist medical practitioners in the handling of electro-physiological equipment during medical procedures that identify specific cardiac diseases or confirm diagnosis thereof.

### ***Cardiovascular Perfusion***

- In this field, clinical technologists assist medical practitioners in the use of special apparatus to temporarily support or take over patients respiratory and circulatory functions during thorax surgery.
- These apparatus is also used for post-operative assistance in critical care units.

### ***Critical Care***

- Clinical technologists in this field assist medical practitioners in the handling of life-support equipment during surgery and in critical care units.

### ***Nephrology***

- These clinical technologists perform special therapeutic procedures on patients suffering from acute or chronic kidney failure.

### ***Neurophysiology***

- Clinical technologists in this area perform procedures concerning the neuro-muscular system which requires electro-encephalography, electro-myography, sleep studies, evoke potentials and other related procedures.

### ***Pulmonology***

- In this field, clinical technologists perform electro-physiological examinations for the correct diagnosis of pulmonary diseases that include defined pulmonary functional tests, allergy and industrial aggravations and stress tests.

### ***Reproductive Biology***

- These clinical technologists evaluate and determine the extent, nature and degree of infertility in couples for medical practitioners to make diagnosis.
- They also perform procedures to attain successful pregnancies.

## **REQUIREMENTS**

### **Secondary Education**

SADC institutions require NSSC (H) level grade 12 or equivalent qualification with matriculation exemption, with passes in Mathematics and Biology and/or Physical Science.

Compulsory Subjects: Mathematics, Physical Science or Biology

### **Tertiary Education**

The Free State and ML Sultan Technikons offer Clinical Technology with exit levels for Certificate in Primary Health Care; N.Dip. Clinical Technology; and B.Tech. Clinical Technology. Candidates and students are required to register with their respective professional body, at every exit levels.

## **PERSONAL REQUIREMENTS**

A prospective candidate must be neat and accurate and be able to work with sick people. They must be computer literate and have a sense and interest in electronic equipment.

## **WORK OPPORTUNITIES**

Clinical Technologists are employed in public and private hospitals, and can also practice as individuals or in partnerships in collaboration with registered medical practitioners. They can also offer independent services like selection and supply of equipment in collaboration with registered medical practitioners.

### ***DENTAL ASSISTANT***

*A Dental Assistant helps the Dentist to perform various duties smoothly and speedily, with minimum discomfort to patients. He/she assists the Dentist by sterilising and preparing instruments, mixing fillings and impression materials, processing X-ray films and assisting in the administration of local anaesthetics.*

## **JOB CHARACTERISTICS**

- Doing reception, secretarial and clerical work.
- Meeting patients, putting them at ease and preparing them for examination, treatment and surgical procedures.
- Preparing dental materials and injections, rinsing and cleaning the patient's mouth and teeth.
- Assisting during dental operations.
- Sterilising instruments and maintaining dental equipment.
- Developing and mounting X-rays.
- Keeping record of patients.

## **REQUIREMENTS**

### ***Secondary Education***

Possession of a NSSC-H or outstanding NSSC Grade 12 or equivalent qualification is required to be admitted to a SADC Tertiary Institution. A valid first aid certificate is also needed.

Recommended subjects: Biology and Mathematics

### **Tertiary Education**

Tertiary Institutes in the SADC Region may offer some courses that allow a candidate to work as a Dental Assistant.

Formal training is currently not offered in Namibia, however, first aid courses can be completed at the Red Cross Society and ATA International Training.

## **PERSONAL REQUIREMENTS**

A prospective Dental Assistant must display a professional and empathetic attitude towards patients, especially children. He/she must be responsible, practical, neat and patient. Students in this field should have a practical bend and good manual dexterity.

## **WORK OPPORTUNITIES**

Dental Assistants are mostly employed by Dentists in private practices.

### ***DENTAL TECHNICIAN***



A Dental Technician manufactures dentures, bridges, crowns, fillings or orthodontic apparatus. The Dental Technician works with materials such as plaster, wax, porcelain, gold and stainless steel wire. Impressions are taken from the patient's oral structures and an exact replica is cast in plaster for the technician to work on.

## **JOB CHARACTERISTICS**

- Making precise replicas from the impression of the patient's gums and palate.
- Making 'wax record blocks' (biting blocks) which fit the gums of the patient.
- Placing the 'biting blocks' into an 'articulator' so that they are held in a way corresponding to the patient's bite.
- Placing the teeth one by one into the blocks.
- Neatly finishing off the wax form of the denture.
- Fitting the denture into the patient's mouth, to make sure that it fits comfortably.
- Manufacturing bridges, and repairing broken dentures.
- Manufacturing orthodontic apparatus.
- Making gold fittings.

## **REQUIREMENTS**

### **Secondary Education**

Possession of an outstanding NSSC-H Grade 12 or equivalent qualification, with passes in Mathematics and Physical Science is required to gain admission to SADC Tertiary Institutions.

Students also have to undergo a personal interview and a manual dexterity test as well as psychometric testing before they are admitted.

Compulsory subjects: Mathematics and Physical

### Science **Tertiary Education**

Tertiary studies in Dental Technology can be undertaken at SADC Tertiary Institutions. Dental Technicians must register with the Medical and Dental Council of Namibia.

## **PERSONAL REQUIREMENTS**

A prospective Dental Technician should be extremely responsible and accurate. Students must be practically inclined, have good manual dexterity and sound vision. He/she should also have artistic ability which enables him/her to judge form and design.

## **WORK OPPORTUNITIES**

A Dental Technician can be employed by a Dental Technician contractor (namely a Dental Technician who has his own laboratory and contract for one or more Dentists). He/she can also work for dentists in private practice or be employed by hospitals.

## **DENTIST/DENTAL SURGEON**

*A Dentist/Dental Surgeon offers two closely integrated services: the diagnosis and treatment of injuries, diseases and defects in the oral area, and the mechanical repair and restoration of function of the teeth and jaws. This includes the replacement of missing teeth. The dentist also makes prosthetic appliances (false teeth), crowns and bridges to replace missing teeth.*

## **JOB CHARACTERISTICS**

- Diagnosing abnormalities of the mouth and other systematic illnesses that are manifested in the mouth.
- Giving preventative dental care by advising clients on how to combat tooth decay and infections of the gums, as well as how to maintain oral hygiene and how to remove plaque.
- Removing teeth, treating abscesses and gum infections and filling cavities.
- Taking X-rays of teeth and jaws for diagnostic purposes and taking impressions of the mouth for the purpose of making false teeth, crowns, plates and bridges.
- Make referrals to specialists including orthodontists maxillofacial surgeons.

Dentistry has various specialties including which can be pursued at a postgraduate level:

### ***Orthodontist***

*An Orthodontist specialises in the diagnosis, prevention, and treatment of jaw, face and bite irregularities. All orthodontists are dentists, but only about 5% of dentists are orthodontists. They are the specialists that deal with applying braces which aid in straightening teeth.*

### ***Oral and Maxillofacial surgeons***

*Oral and maxillofacial surgery specializes in treating many diseases, injuries and defects in the head, neck, face, jaws and the hard and soft tissues of the oral (mouth) and maxillofacial (jaws and face) region.*

## **REQUIREMENTS**

### **Secondary Education**

A NSSC or any other equivalent qualification with at least 35 points on the UNAM Scale, with a Grade 2 or better on Higher Level or a Grade B or better on Ordinary Level for Mathematics and Physical Sciences, and a Grade B or better on Ordinary Level for Biology and English.

Possession of an outstanding NSSC-H Grade 12 or equivalent qualification, with matriculation exemption is required to gain admission to Tertiary Institutes in the SADC Region.

Compulsory subjects: Mathematics and Physical Science

Recommended subject: Biology

### **Tertiary Education**

UNAM offers a Bachelor of Dental Surgery (BCHD) (Honours). Additional admission requirements are as follows:

Successful completion of the entire first year of the Bachelor of Science curriculum with at least a score of 60% in each of the Mathematics, Biology, Chemistry and Physics modules or successful completion of a relevant degree programmed in Health Sciences.

Candidates wishing to undertake dentistry can do a Bachelor of Dental Surgery (B.DS) / Baccalaureus of

Chirurgical Dental (B.Ch. D) at various SADC tertiary institutions. After completion of studies, a prospective Dentist must register with the Medical and Dental Council of Namibia.

## **PERSONAL REQUIREMENTS**

A prospective Dentist/Dental Surgeon should be friendly, able to work under pressure and maintain good interpersonal skills. Extraordinary manual dexterity is furthermore required as he/she must perform delicate, fine-tuned technical work quickly, accurately and with the necessary care.

## **WORK OPPORTUNITIES**

Dentists/Dental Surgeons are employed by the Ministry of Health and Social Services. Self-employment is a viable option after sufficient experience has been gained. Job prospects seem to be favourable.

## **DIETICIAN/NUTRITIONIST**

*A Dietitian is a qualified healthcare professional who provides trustworthy, relevant and current nutrition advice and information based upon high quality scientific evidence and nutrition research. As experts in food and nutrition and as trusted professionals, Dietitians fill many roles, depending on where they work. Dietitians aim to maintain and to improve the health of people by promoting healthy eating habits and by providing medical nutrition therapy to treat various illnesses such as high blood pressure, diabetes, heart disease, cancer, kidney failure, digestive problems, bowel surgery, food allergy and many more.*

## **JOB CHARACTERISTICS**

### *Dietitians*

- Educate and advise clients on how food and healthy eating habits can prevent illness and achieve and maintain optimum health
- Educate and advise a wide range of patients on how therapeutic diets and dietary therapy can improve the management of their conditions
- Calculate individuals' nutritional requirements using standard equations based on assessments of blood chemistry, temperature, stress, mobility and other relevant factors
- Compile therapeutic diets, devise meal plans and manipulate recipes
- Plan and direct the preparation of therapeutic and other diets for individual patients in hospitals and groups of people in various business sectors e.g. school hostels, mining cafeterias, etc.
- Calculate enteral feeding regimes for patients unable to feed by mouth
- Analyse the nutritional content of food
- Give group presentations to a variety of audiences e.g., school children, patient groups, companies
- Educate other healthcare and non-health care professionals about food and nutrition issues work with large companies to support well-being programmes for staff
- Advise catering departments about specific dietary requirements
- run clinics in hospital outpatients departments or general practitioners' (GP) surgeries for patients who have been referred by hospital consultants, GPs or health visitors
- Advise athletes and sports persons on how diet can optimise performance and recovery from injury.
- Write reports and case notes and maintain accurate records
- Carry out visits to people's homes, including nursing homes

- prepare information packs, flyers and other promotional materials
- Write for the media, social media and public relations
- Do research and continued professional development
- Advise the food and pharmaceutical industry
- Visit schools and communities to deliver nutrition components of health promotion campaigns
- Training dietetic food-service management and food-service supervision students or lecturing at tertiary institutions
- Planning and executing research projects related to food, nutrition and the nutritional status of the population.
- Formulating policies concerning nutrition and planning strategies to execute official policies and to monitor their execution.
- Providing the public with information on how to maintain good health and prevent nutrition-related diseases.

## **REQUIREMENTS**

### **Secondary Education**

For studies at UNAM, candidates must have at least passed five subjects at NSSC-O level Grade 12 or equivalent qualification and have obtained a minimum score of 25 points on UNAM's evaluation scale with at least

a C symbol in Biology and Mathematics and not less than a D symbol in Physical Science or Chemistry. Possession of at least a NSSC-H Grade 12 or equivalent qualification with matriculation exemption is required to be admitted to tertiary institutions in the SADC region.

Compulsory subjects: Mathematics, Biology and Physical Science or Chemistry.

Recommended subject: none

## **Tertiary Education**

UNAM offers a related B.Sc. in Agriculture (Food Science and Technology) which qualifies a candidate to work as a Nutritionist.

A four-year B.Sc. Dietetics Degree, from a university, must be obtained. Such degree is currently not offered in Namibia, but at most universities in SADC offers the degree.

Qualified Dietitians, who would like to practice in Namibia, must register with the Allied Health Professions Council of Namibia. Prior to such registration, the Dietitian will have to do an evaluation exam at Council.

## **PERSONAL REQUIREMENTS**

A prospective Dietician should be calm, assertive, have sound interpersonal and leadership skills and managerial qualities.

## **WORK OPPORTUNITIES**

Dietitians can work in a wide range of areas such as in hospitals and various other health sectors, in private practice (freelance), in food service and industry, in sport, research, in media, in public health, at organizations such as World Health Organisation (WHO) or pharmaceutical companies and as a wellness manager of a company or a medical aid.

## ***ENVIRONMENTAL HEALTH OFFICER (HEALTH INSPECTOR)***

*Environmental Health Officers and advisors provide technical assistance and advice on measures to restore or improve sanitary conditions, and supervise their implementations.*

## **JOB CHARACTERISTICS**

- Investigating, identifying and evaluating harmful environmental conditions and advising on environmental sanitary problems and techniques.
- Promoting preventive and corrective measures such as control of disease-carrying organisms and of harmful substances in the air, hygienic food handling and proper disposal of waste and cleaning of public places.
- Advising and executing immunising services.
- Controlling and fighting against epidemic diseases by releasing prophylactic medicine.
- Undertaking preventative measures.
- Organising demonstrations, giving lectures and distributing material to promote adoption of improved practices and techniques.
- Applying knowledge of hygiene and sanitation principles and practices in order to identify and solve problems arising in the course of their work.
- Initiating action to maintain or improve hygienic quality and prevent pollution of water, air, food or soil.

## **REQUIREMENTS**

### **Secondary Education**

NUST requires 25 points including a C-symbol on NSSC(O/H); a total of 18 points on the evaluation scale for Physical Science, Mathematics and Biology and D- symbol in English.

Compulsory subjects: Mathematics, Biology and Physical Science with a C symbol at NSSC O Level.

Recommended subjects: Geography

### **Tertiary Education**

A Degree in Environmental Health Sciences can be obtained from the Namibia University of Science and Technology.

In Namibia, Health Officers must register with the Allied Health Professions Council of Namibia. **PERSONAL REQUIREMENTS**

A prospective Environmental Health Officer should be versatile, realistic and practical, with a scientific approach. He/she should be an extrovert who communicates well and enjoys working with people. The candidate should also be able to function as adviser, facilitator and mediator.

## **WORK OPPORTUNITIES**

Environmental Health Officers are employed by mining companies, industries responsible for occupational health, the government and municipalities.

## **HEALTH EXTENSION WORKER**

*Health extension officers or health extension workers (HEWs), are individuals who work in health centers in rural and medical areas, where they see and treat patients and provide a range of community related primary health care services. They also supervise the treatment of patients living with terminal illness so that they can live healthier and longer lives.*

## **JOB CHARACTERISTICS**

- They serve as counselors, helping patients overcome the barriers that prevent them from seeking vital healthcare.
- Provide vital education about the healthcare options that are available through education campaigns and raising awareness among community members.
- Identify and treat diseases at an early stage.
- They make daily rounds to the homes of the patients and accompany patients to the clinics.
- Initiate outreach programs to help their peers.
- They provide treatment to patients in their homes so that they do not have to risk catching or spreading disease in a hospital or clinic.

## **REQUIREMENTS**

### **Secondary Education**

HEW should have at least completed their 10th grade of schooling.

### **Tertiary Education**

HEWs receive short-term training at various institutions such as the Ministry of Health and Social Services Training Centers or Non-Governmental Organizations (NGO's). Accredited course may also be offered at various TVET institutions.

## **PERSONALITY REQUIREMENTS**

HEW should be dependable, have integrity, analytic thinking skills, pay attention to detail, self-control, concern for others and be cooperative.

## **WORK OPPORTUNITIES**

HEWs are supervised by nurses or health professionals based at health centers usually in rural areas. HEW can also work for non-governmental agencies.

## **HOMOEOPATH**

*Homoeopathy is a system of medicinal therapeutics for treating people by using minute quantities of specially prepared plant, mineral and other healing substances. By using natural remedies to boost the body's own healing ability, the Homoeopath aims to treat the whole person and resolve underlying problems rather than simply deal with particular symptoms.*



## **JOB CHARACTERISTICS**

- Diagnosing and treating a wide variety of illnesses.
- Preparing special homoeopathic remedies which are highly-diluted forms of natural substances and selling such remedies.
- Prescribing proven remedies to patients and closely monitoring the healing process.
- Assessing a patient's personal circumstances as well as his/her mental and emotional state in order to match the homoeopathic remedies to both the symptoms and the individual.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a NSSC H or outstanding NSSC O Grade 12 or equivalent qualification is required to be admitted to two possible tertiary institutions in South Africa.

Compulsory subjects: Mathematics and Physical Science

Recommended subject: Biology

### **Tertiary Education**

Homoeopathic training is obtained at two training facilities in South Africa: the University of Johannesburg

and the Durban University of Technology, both of which offer a 5-year full time Master's Degree in Homoeopathy: M. Tech. (Hom). For registration as a Homoeopath a one year internship is required. Diplomas from elsewhere are not accepted in Namibia.

Prospective Homoeopaths must register with the Allied Health Professions Council of Namibia before being able to practice. It is also advisable to register with the Namibian Association of Homoeopathy, Naturopathy and Phytotherapy.

## **PERSONAL REQUIREMENTS**

A prospective Homeopath should be a mature, responsible and especially empathetic individual. He/she must have the ability to listen well and interpret information correctly.

## **WORK OPPORTUNITIES**

Homoeopaths generally open private practices or join other practitioners in a partnership.

### ***MEDICAL DOCTOR***

*A Medical Doctor examines, diagnoses and treats patients who are physically ill by prescribing medication, performing operations and administering different treatments for injuries, diseases and other ailments.*

*The following are some examples of specialty areas of which a Medical Doctor can pursue:*

#### ***Anaesthesiology***

The branch of medicine that deals with the caring and preparing for of a patient undergoing surgery, being responsible for pain relief in the early recovery phase as well as treating complications that may result from the anaesthetic.

#### ***Dermatology***

The branch of medicine that is concerned with the diagnosis and treatment of diseases of the skin, hair and nails. It is a specialty with both medical and surgical aspects.

#### ***Gynaecology:***

The branch of medicine the deals with the study of the female reproductive system, its functions, disorders and diseases.

Ophthalmology: The branch of medicine that deals with the diagnoses and treatment of all eye diseases, performing eye surgery and prescribing and fitting eyeglasses and contact lenses to correct vision problems.

Pathology: The branch of medicine which concerns itself with the cause, origin and nature of diseases.

#### ***Surgery***

The branch of medicine whereby a physician cuts the human body for the purpose of removing diseased tissue or organs, to repair body systems, or to replace diseased organs with transplants.

## **JOB CHARACTERISTICS**

- Conducting medical examinations and making diagnoses as well as prognoses.
- Giving specialised medical or surgical treatment for particular types of illnesses, disorders or injuries.
- Advising the public on application of medicine and other preventive or curative methods.

- Participating in the development and implementation of public health laws and regulations for safeguarding and promoting the health of a community.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires 35 points with a grade B in English OR 37 points on the UNAM scale with at least a grade C in English; a score of “2” or better on higher level in Mathematics and Physical Sciences (or a 2 in Mathematics and a 3 in Physical Science) (or a 2 in Physical Science and a 3 in Mathematics) or a grade B or better on ordinary level for Mathematics and Physical Sciences and grade B or better on ordinary level for Biology/ Life Science.

Compulsory subjects: Mathematics and Physical Science

Recommended subject: Biology

### **Tertiary Education**

A Bachelor of Medicine and Surgery (MBChB) degree is offered at UNAM. To apply for the MBChB degree, a candidate must have successfully completed the entire first year BSc curriculum and must have passed in Mathematics, Chemistry and Physics modules with an aggregate of at least 60% or a candidate must have successfully completed a relevant and applicable qualification from a recognized higher institution. The School of Medicine at UNAM also offers a 6 month specialised postgraduate course in Anaesthesiology.

To practise in Namibia, Medical Doctors must register with the Medical and Dental Council of Namibia. After a Medical Doctor has been registered for two years he/she can specialise in various specialities mentioned above. Training for the specialised fields takes approximately four years.

## **PERSONAL REQUIREMENTS**

A prospective Medical Doctor should be emotionally balanced, tactful, and able to work fast and accurately, dedicated, determined, under pressure, make quick decisions and be physically fit.

## **WORK OPPORTUNITIES**

Medical Doctors are employed by private and state hospitals/clinics or by the government or large private companies. Self-employment is a viable option after sufficient experience has been gained.

## ***MEDICAL-LABORATORY TECHNOLOGIST***

*A Medical-Laboratory Technologist carries out laboratory investigations necessary for the diagnosis as well as monitoring and treatment of diseases as well as research into their causes and cures in humans. The work involves the analysis of specimens such as blood and urine, the microscopic study of infected tissue and the breeding and classification of bacteria and viruses.*

## **JOB CHARACTERISTICS**

- Medical-laboratory work is divided into four categories, namely: diagnostic work, blood transfusion technology, research and the preparation of serums and vaccines. Diagnostic work forms the major part. The diagnostic laboratory comprises of the following main specialities:
- ***Microbiology***  
Microbiology is the study of microscopic organisms, either unicellular, multicellular or acellular. Microbiology includes the disciplines virology, mycology, parasitology and bacteriology. In medical microbiology we study the role of microbes in human illness.
- ***Haematology***  
Haematology is the branch of pathology that is concerned with the study of blood, the blood forming organs and blood diseases.
- ***Chemical pathology***  
Chemical pathology is the branch of pathology dealing with the biochemistry of disease processes and the measurement of the amounts of substances present in body fluids and other samples as an aid to diagnosis.
- ***Immunology***  
In this field, blood is analysed for antibodies that are formed by the body in reaction to certain viruses and bacteria. In some cases the presence of certain antigens is also determined.

- ***Histology***

Investigation for abnormalities such as malignancies in various human tissues and cells obtained by excision, biopsy, scraping etc.

- ***Cytology***

Investigation of tissue smears for abnormal cells like cancer cells. Pap smears are investigated by medical technologists specialized in Cytology.

- Hence, the Medical-Laboratory Technologist's overall duties include:
- Providing analytical information to the doctor and/or pathologist, which enable them to make a diagnosis and treat the patient accordingly.
- Carrying out technical work in the main branches of chemical pathology, haematology, histopathology, microbiology, and cytology.
- Identifying blood groups antibodies and the Rh factor, testing blood for viruses such as the HIV
- Keeping reports of the test results and ensuring that these are available for years.

## **REQUIREMENTS**

### **Secondary Education**

The candidate should have a NSSC - H/O Grade 12 or equivalent with 25 point on NUST Evaluation Scale. With a B Symbol or 4 grade in Mathematics, Biology and Physical Science plus an E Symbol or 4 grade in English.

Compulsory subjects: Mathematics and Physical Science or Biology.

## **Tertiary Education**

NUST offers a Bachelors Degree of Biomedical Sciences. This entails a three year full time course and a fourth year of internship at a registered training laboratory.

In the SADC Region Tertiary training is offered in Medical Technology and Biomedical Technology. Windhoek Central Hospital and the main Central Reference Laboratory of the Namibian Institute of Pathology (NIP) are registered training laboratories (thus offering practical training during the internship year). A M. Tech. and a D. Tech can be pursued at other SADC Tertiary Institution. After their training, Medical-Laboratory Technologists must register with the Allied Health Professions Council of Namibia as it is a pre requisite for employment.

## **PERSONAL REQUIREMENTS**

A prospective candidate must be accurate, methodical and responsible. He/she should also have a high concentration-capacity and be able to adhere strictly to the professional code of ethics. Self-sacrifices are also an important attribute because medical technologies often work long and irregular hours. Applicants should be able to work as part of a team.

## **WORK OPPORTUNITIES**

Medical-Laboratory Technologists are employed by government pathology departments, blood transfusion laboratories, private pathology laboratories, food factories, municipal laboratories, food factories that carry out microbiological analysis on their produce and veterinary laboratories. Medical technologists who comply with certain standards can open up a private laboratory practice.

## ***MEDICAL PHYSICIST***

*Medical physicists are specialized category of physicists who work in radiotherapy, nuclear technology or medical imaging. Medical physicists apply their knowledge of physics to specialized equipment that helps examine, diagnose and treat patients. Some may also be involved in the research and development of new technology, instrumentation or imaging techniques.*

## **JOB CHARACTERISTICS**

- Commission, assess and ensure the safe operation of specialist equipment used by medical staff in areas such as radiotherapy, ultrasound, nuclear medicine, laser technology and physiological monitoring;
- Plan and supervise radiotherapy treatment in discussion with medical and other staff;
- Speak with patients to explain treatment procedures and possible side effects;
- Liaise closely with doctors to add technical results to patient reports;
- Negotiate and agree changes to patient diagnosis techniques in response to new procedures;
- Process complex patient image data;
- support clinical trials;
- Develop techniques to show what is happening in the body using x-ray, MRI, laser, ultrasound and ultraviolet technologies;

Research new equipment developments and techniques, review existing local practice, advise on procurement of new equipment and compile reports to initiate changes;

Oversee the quality control of equipment to ensure that correct and consistent results or outputs are achieved and ensure that ongoing maintenance routines are followed;

Train and advise medical physics technicians on new equipment and protocols;

Lecture and train other health professionals, including radiographers, nurses and doctors, in clinical practice;

Draft and develop policies for operating equipment;

Make audit visits to hospital departments to check compliance with health and safety legislation. • • • • •

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a NSSC-H Grade 12 or equivalent qualification is required to be admitted to Tertiary Institutions in the SADC Region.

Compulsory subjects: Mathematics and Physical Science

Recommended subject: Biology

## **Tertiary Education**

A BSc with Physics as a major subject can be completed at any South African university. Wits University offers a course in Medical Physics which must be followed by a BSc (Hons) in Medical Physics. Masters and PhD level in Medical Physics are also available at Tertiary Institutions in the SADC Region.

A 2 year internship is required to work as Medical Physicists in Namibia. Qualified Medical Physicists are registered with the Medical and Dental Council of Namibia.

## ***Personality Requirements***

A prospective Medical Physicist should have an interest in healthcare and the functions of the human body, possess strong communication skills, have the ability to work independently, meticulous attention to detail, be self-motivated and confident, and have a willingness to keep up to date with the latest scientific and medical research in this field and problem solving skills.

## **Work Opportunities**

Medical Physicist usually work in private hospitals, medical equipment, nuclear medicine companies, regulatory authorities, universities and research organisations and laboratories.

## **MEDICAL REPRESENTATIVE**

*The task of a Medical Representative is to introduce new and promote existing medicine to doctors and pharmacists. He/she discusses the clinical uses and dosages and the pharmacology of these medicines with Doctors and Pharmacists. He/she also acts as manager of his/her area.*

## **JOB CHARACTERISTICS**

- Liaising for and between medical doctors, company's scientists and administrative personnel.
- Channelling Medical Doctors' evaluations of and inquiries about the medicines to the manufacturer.
- Convincing Medical Doctors that the company which he/she represents manufactures products that will combat diseases, while ensuring the safety of the patients.
- Monitoring sales results in his/her area.
- Visiting customers regularly on a pre-planned programme.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least an NSSC H/O Grade 12 or equivalent qualification, to follow Pharmaceutical Marketing courses offered by tertiary institutions in the SADC region.

Recommended subjects: Biology, Physical Science and

Mathematics **Tertiary Education**

No formal tertiary training is provided in Namibia. To become a Medical Representative, however, it would be beneficial to be a qualified nurse, preferably with experience in the theatre and intensive care unit. Computer experience would be an advantage. Once a candidate is employed as a Medical Representative of a company he/she will receive in-service training and attend training courses in the



SADC region to learn about the work and products of that specific company. The in-service training lasts for a few weeks and is very intensive.

## **PERSONAL REQUIREMENTS**

SA prospective Medical Representative must be a responsible and reliable person with integrity. Since he/ she comes in close contact with a lot of people, he/she must have the ability to work independently and have good business and interpersonal communication skills. Planning and organisational skills are also necessary.

## **WORK OPPORTUNITIES**

A prospective Medical Representative can be employed at various pharmaceutical companies.

## ***NATUROPATH***

*A naturopath or naturopathic doctor, is a medical practitioner trained in several natural healing modalities in addition to solid training in the medical sciences. Naturopaths are trained to diagnose mental and physical disorders and to provide the corresponding treatment using modalities including herbal medicines, nutritional supplements as well as therapies such as massage, hydrotherapy, diet and lifestyle modification.*

*Naturopaths are responsible for preventing and treating diseases as well as promoting health, wellness and vitality. They treat the individual as a whole, aiming to find the root cause of disease rather than suppress symptoms. A naturopath will educate and motivate patients to take responsibility for their own wellbeing through a healthy diet and lifestyle.*

## **JOB CHARACTERISTICS**

- Diagnose, treat and prevent illness in patients
- Conducting physical examinations and treating illnesses
- Using suitable medical investigations to help identify causes of illness
- Using therapies and treatment modalities such as herbal medicines, nutritional supplements, lifestyle modification, hydrotherapy and massage therapy
- Prescribing dietary and lifestyle modification programs

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a NSSC-H Grade 12 or equivalent qualification is required to be admitted to Tertiary Institutions in the SADC Region.

Compulsory subjects: Mathematics and Physical Science

Recommended subject: Biology

### **Tertiary Education**

Training for Naturopathy is available at various institutions in SADC. It is a 5 year course divided into 2 sections: an initial Bachelor of Science in Complimentary Health Science, followed by a 2 year specialization in Naturopathy. Naturopaths must be registered by the Ministry of Health and Social Services through the Allied Health Professions Council.

## ***NURSE***

*Nursing aims to prevent illnesses and promote health care, healing and rehabilitation among individuals or groups. Nurses thus provide nursing care for physically or mentally ill or recuperating persons with the focus on relieving pain and discomfort.*

*Nurses can be classified as:*

### ***Enrolled Nurses:***

Focuses on administering medication.

### ***Registered Nurses:***

Focuses on treating, bathing and supporting the patients.

### ***Midwifery Nurses:***

A person, typically a woman, who is trained to assist women in childbirth. A male midwife is called an accoucheur.

## **JOB CHARACTERISTICS**

- Assisting Medical Doctors and professional Nurses in their tasks,i.e. administering medicine and drugs, preparing patients for surgery, etc.
- Applying surgical dressings and giving other forms of treatment under instructions from physicians.
- Assisting in preparations for physical and psychiatric treatment of mentally ill patients and in preparations for social adjustment, development and education of mentally or physically handicapped patients.
- Making beds, helping to bath and feed patients who are too ill to cope by themselves.
- Comforting and relieving patients who are ill or in pain, offering gentle kindness to the dying and support to their relatives.
- Keeping records of the treatment and progress of patients, and planning, assessing and implementing evaluating nursing care.Conduct research in support of improved practice and patient outcomes.
- Advising on and administering birth control methods and advising on community health care.

## **REQUIREMENTS**

### **Secondary Education**

Possession of an NSSC H/O Grade 12 or equivalent qualification, with a minimum of 25 points on the UNAM point evaluation scale and passes in at least five subjects, including English with a C Symbol as a

second language or D Symbol as a first language are required to be admitted to UNAM.

The International University of Management (IUM) requires 25 points in five subjects that must include Mathematics, Biology and Physical Science. One can also apply through the mature entry with at least 18 points in Grade 12 and three to four year experience in the health and social services industry.

Possession of Grade 12 or equivalent qualifications, six (6) subjects (including English minimum D symbol) with a minimum of 25 points is needed for studies at Welwitchia University. For school leavers: minimum two science subjects (any two of the following – Mathematics, Biology, Physics or Development Studies).

Admission is also considered for persons who qualify through the mature-age entry scheme. Compulsory subjects: English

### **Tertiary Education**

UNAM offers a B.Sc in Nursing. The university furthermore offers Post Graduate Diplomas in: critical care/ operating/ health promotions, clinical diagnosis and treatment, clinical instruction, emergency nursing and occupational health nursing.

The International University of Management (IUM) offers an Honours degree in Nursing.

Welwitchia University offers a Bachelor of Nursing (B. NSc) for a period of 4 (fours) years. Enrolled nurses must have worked for one year after their training with E in English.

The National Health Training Centre also offers a two year certificate in Nursing as well as a three year diploma programme for Registered Nurses. Accredited course may also be offered at other TVET institutions. Nursing students should register with the Nursing Council of Namibia.

### **PERSONAL REQUIREMENTS**

A prospective Nurse must have a genuine interest in people, should possess sound judgement and be mentally stable. The nursing profession requires candidates to be patient, tactful, unselfish and trustworthy. They should also stay calm and efficient in any emergency situation. Nursing is hard physical work, which requires a fit, healthy and positive person, who is disciplined and able to take orders.

### **WORK OPPORTUNITIES**

Nurses are employed in private and state hospitals, community health clinics, private clinics and organizations for the aged or disabled. Opportunities also exist as Health Service Managers and Lecturers in academic institution and NGO's.

### **OCCUPATIONAL HEALTH AND SAFETY OFFICER**

*Ensure company compliance through monitoring and evaluating the implementation of Occupational Health and Safety programs in accordance with health and safety legislations and adhere to own policies.*

### **JOB CHARACTERISTICS**

- Coordinate and conduct risk assessments, analysis and recommend control control measures to minimize risk
- Conduct regular site inspections to check policies and procedures are being properly implemented;
- Investigate, record and report occupational incidents to relevant authority
- Direct and conduct statutory health and safety inspections, audits and surveys as provided by the health and safety legislations and standard
- Monitor fire safety and ensure emergency preparedness
- Conduct health and safety education and training for employees and executives
- Prepare health and safety strategies and develop internal policy;

- outline safe operational procedures which identify and take into account specific hazards;
- Keep abreast with new legislation and maintain a working knowledge of all health and safety legislations and any developments that affect the employer's industry;
- Produce management reports

## **REQUIREMENTS**

### **Secondary Education**

NUST requires 25 points on NSSC (O/H) with a total of 18 points on their evaluation scale for Physical Science, Mathematics and Biology as well as a D- symbol in English.

Compulsory subjects are as follows: Mathematics, Biology and Physical Science with a C symbol at NSSC O Level. Institutions in the SADC region require a D Symbol in English and E Symbol in Mathematics.

### **Tertiary Education**

A National Diploma in Safety Management can be pursued at various SADC institutions.

NUST offer a degree in Environmental Health Science.

## **PERSONAL REQUIREMENTS**

A prospective Health and Safety Officer should be versatile, realistic and practical, with a scientific approach. He/she should be an extrovert who communicates well and enjoys working with people. The candidate should also be able to function as adviser, facilitator and mediator.

## **WORK OPPORTUNITIES**

Occupational Health and Safety Officers are employed by mining companies, any company including Government and Local Authorities.

## ***OCCUPATIONAL HEALTH NURSE***

*Responsible for the development and administration of efficient and professional operations of occupational health services in accordance with health and safety legislations and company policy.*

## **JOB CHARACTERISTICS**

- Provide and Perform occupational medical surveillance (audiometry testing, pulmonary function testing, alcohol and drug testing, vision screening), for pre-employment, periodic medicals and exit medical;
- Conduct or coordinate health risk assessment at workplace
- Develop and implement occupational health Policies,
- Implement and maintain health promotion and awareness programme
- Provide occupational primary health care to employees
- Collaborate with other professionals such as healthcare providers, third-party administrators, legal advisors, medical practitioner and regulatory agencies for program development,
- Administer all occupational injuries and illnesses in an efficient and professional manner within the scope of practice and consistent with clinical nursing, and report to relevant authorities
- Lead ergonomic assessment in jobs and provide input regarding ergonomic improvements.
- Assist with accident investigation program to identify root cause analysis of all incidents and near misses.
- Provide appropriate case management and manage all cases to facilitate productivity, assuring appropriate care and return to work

## **REQUIREMENTS**

### **Secondary Education**

Possession of an NSSC H/O Grade 12 or equivalent qualification, with a minimum of 25 points on the UNAM point evaluation scale and passes in at least five subjects, which should include English with a C Symbol as a second language or D Symbol as a first language are required to be admitted to UNAM.

IUM requires 25 points in five subjects that should include Mathematics, Biology and Physical Science. A prospective student can also apply through the mature entry with at least 18 points in Grade 12 and three to four-year experience in the health and social services industry.

For studies at Welwitchia University, possession of Grade 12 or equivalent qualifications, six (6) subjects (including English minimum D symbol) with a minimum of 25 points is needed. For school leavers: minimum two science subjects (any two of the following – Mathematics, Biology, Physics or Development Studies).

Admission is also considered for persons who qualify through the mature-age entry scheme. Compulsory subjects: English

### **Tertiary Education**

There is no training for Occupational Health Nursing but the degree can be pursued at SADC tertiary institutions. However a precursor to this degree is the related nursing degree offered at: UNAM, IUM and Welwitchia University. Accredited course may also be offered at various TVET institutions.

### **PERSONAL REQUIREMENTS**

A prospective Occupational Health Nurse must have a genuine interest in people, should possess sound judgement and be mentally stable. The nursing profession requires candidates to be patient, tactful, unselfish and trustworthy. They should also stay calm and efficient in any emergency situation.

### ***WORK OPPORTUNITIES***

Occupational Health Nurses are employed in the Mining Sector and other Sector be it in private or government

Institution to provide Occupational Health services to the workforce.

In Namibia, Occupational health Nurse must register with the Allied Health Professions Council of Namibia.

## **OCCUPATIONAL THERAPIST**

*The Occupational Therapist seeks to rehabilitate physically and mentally handicapped patients and thus enable people of all ages to function within their physical, psychological and social limitations, and to regain or maintain their maximum potential with regard to personal care, work and study, as well as leisure. This is done by enhancing the patient's mobility, muscle power, concentration and emotional stability to improve independence and integration with and acceptance by the community.*

## **JOB CHARACTERISTICS**

- Identifying problems which may affect a patient's competence and independence in his/her daily life by assessing the patient's physical and mental abilities scientifically.
- Designing a treatment plan specifically for the patient by taking into account his individual needs and background. Activities are chosen for their potential to help the patient reach predetermined treatment objectives.
- Helping the patient to accept a permanent or progressive disability or disfigurement or perhaps to come to terms with the process of ageing and the limitations this imposes.
- Lessening or correcting perceptual motor-sensory dysfunction or learning disabilities in children.
- Providing work orientation and training or retraining in skills of daily living, such as dressing, working, sports and games, other social activities such as concerts, debates, listening to music, and so on.

## **REQUIREMENTS**

### **Secondary Education**

For studies at UNAM, a NSSC or any other equivalent qualification with at least 30 points in five (5) subjects with a B symbol or better in English OR alternatively 32 points in five subjects with a C-symbol or better in English. A Score of 2 in Mathematics and 3 in Physical Science, or 2 in Physical Science and 3 in Mathematics (Higher Level) or a B symbol in Mathematics and Physical Sciences

(Ordinary Level). A Score of "3" or better in Biology/Life Science (Higher Level) or a B symbol or better in Biology /Life Science (Ordinary Level) is required.

Possession of at least a NSSC H Grade 12 or equivalent qualification, with outstanding marks and exemption is required to be accepted by SADC tertiary institutions. All candidates are subjected to a strict selection process.

Compulsory subjects: Mathematics and Physical Science and/or Biology.

### **Tertiary Education**

UNAM offers a Bachelor of Science Occupational Therapy (Honours). Additional admission requirements include:

- Successful completion of the entire first year Science

curriculum and must have passed Chemistry, Biology, Mathematics and Physics modules with a final mark of at least 55% OR



- Successful completion of a Bachelor of Science from a recognised University with passes in Chemistry, Biology, Mathematics and Physics including at least at first year level.

The B. Sc. (Occupational Therapy) or B. Occupational Therapy is offered at some universities in the SADC region. The duration of the course is four (NSSC H) or five years (NSSC O) full-time. Similar degree courses are also offered at other international universities. Universities can be contacted personally for more details. Occupational Therapists are required to register with the Allied Health Professions Council of Namibia.

## **PERSONAL REQUIREMENTS**

A prospective candidate must be willing to work with people with disabilities. The person must also have a genuine interest in people creative.

## **WORK OPPORTUNITIES**

Occupational Therapists are employed by the Ministry of Health and Social Services, private hospitals and other welfare organisations. They can also open private practices.

## **OPTICAL TECHNICIAN**

*Technicians are trained to design, verify and fit eyeglass lenses and frames, contact lenses, and other devices to correct eyesight. They use prescriptions supplied by ophthalmologists or optometrists, but do not test vision or write prescriptions for visual correction. An optical technician studies the prescription carefully to decide on the raw materials to be used and the processes to be followed.*

### **JOB CHARACTERISTICS**

- Fitting the lenses according to the person's needs.
- Applying certain processes in order to make the lenses suitable for a particular person's needs.
- Repairing damaged glasses, frames and preparing contact lenses.
- Examining the lens for defects in the glass, curve, thickness and size of glass, then cutting the lens with a machine to produce the prescribed curve as well as buffing and polishing it.

### **REQUIREMENTS**

#### **Secondary Education**

An NSSC H/O Grade 12 or equivalent qualification will be an advantage.

Recommended subjects: Mathematics, Physical Science and Technical Drawing

#### **Tertiary Education**

Some tertiary institutions in the SADC region offer a three year course in Optical Dispensing. These courses are not offered in Namibia, but prospective Opticians must register with the Allied Health Profession Council of Namibia.

### **PERSONAL REQUIREMENTS**

A prospective Optical Technician should have the following qualities: good eye-hand co-ordination, accuracy, good vision, a sound mechanical aptitude and manual dexterity. He/she should have patience and be a perfectionist, as only perfect results are acceptable.

### **WORK OPPORTUNITIES**

Optical Technicians are employed by optical laboratories, manufacturers of optical instruments and in private practices.

## **OPTOMETRIST**

*Optometrists are healthcare professionals who provide primary vision care ranging from sight testing and correction to the diagnosis, treatment, and management of vision changes.*

*They use special equipment, machines and charts to detect faults in patient's eyes. He/she also provides the necessary care to prevent or improve deterioration of vision. An optometrist gives advice on the use of glasses and other visual aids as well as on environmental factors which will affect visual efficiency.*

### **JOB CHARACTERISTICS**

- Administering vision-analysis tests in order to determine the efficiency of vision of long and short distance.

- Prescribing spectacles or contact lenses to rectify or alleviate visual defects such as far-sightedness, short-sightedness, astigmatism and presbyopia.
- Evaluating the specific needs, working demands and hobbies of a patient in order to prescribe the most suitable correction.
- Detecting any abnormalities in the ocular system and referring a patient to a medical practitioner or ophthalmologist for further professional care.

## **REQUIREMENTS**

### **Secondary Education**

Possession of a NSSC H or outstanding NSSC O Grade 12 or equivalent qualification with exemption, plus overall exceptional grades in all subjects is required to be admitted to a tertiary institute in the SADC region. Compulsory subjects: Mathematics and Physical Science

Recommended subject: Biology

### **Tertiary Education**

Some tertiary institutions in the SADC Region offer a four-year B. Optom. degree. After completion students are required to complete a one-year internship. These courses are not offered in Namibia, but prospective Optometrists must register with the Allied Health Profession Council of Namibia.

## **PERSONAL REQUIREMENTS**

A prospective Optometrist must have a genuine interest in people, good manual dexterity, eye-hand coordination and good eyesight, as he/she works with delicate tissues of the eye as well as specialised equipment.

## **WORK OPPORTUNITIES**

An Optometrist can work in clinical practices and private and state hospitals. Self-employment seems to be a viable option and job prospects also seem to be good.

## ***ORAL/DENTAL HYGIENIST***

*An Oral/Dental Hygienist gives guidance and clinical and preventive services under supervision of a qualified Dentist. His/her work is mainly educational although a substantial amount of his/her activities involve clinical work.*

## **JOB CHARACTERISTICS**

4. Examining the patient's teeth and gums to identify dental diseases and oral-hygienic conditions.
5. Cleaning teeth (scaling and polishing), applying preventive measures such as fluoride and other remedies to the surface of the teeth.
6. Preparing and distributing information in the form of brochures, slides, films, and other audio-visual aids.
7. Formulating and illustrating preventive techniques for the display in schools and similar institutions.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a NSSC H/O Grade 12 or equivalent qualification with matriculation exemption is required for admission to SADC tertiary institutions.

Recommended subjects: Biology, Mathematics and Physical Science.

### **Tertiary Education**

Diploma and Degree in Oral Hygiene can be pursued at SADC tertiary institutions.

No formal training is currently offered in Namibia. Oral Hygienists are, however, registered by the Ministry of Health and Social Services in terms of the Allied Health Professions Council.

## **PERSONAL REQUIREMENTS**

A prospective Oral/Dental Hygienist should display a professional and empathetic attitude towards patients. He/she must be responsible, neat, patient, enjoy the sciences, have good communication skills, be practical and patient.

## **WORK OPPORTUNITIES**

Opportunities exist at dental practices and at hospitals.

## ***PROSTHETICS AND ORTHOTICS***

*Prosthetics and Orthotics care, contributes to patient's treatment and rehabilitation by restoring or improving function, preventing impairment or disability following diseases, injuries and congenital malformation by means of prosthetic and orthotic devices. Prosthetics deals with the replacement of missing body parts by means of artificial devices and Orthotics deals with the support, correction and stabilization of weakened body parts by means of artificial devices.*

Definition of Terms:

- ***Prosthetist***  
A medical practitioner who is responsible for patient's assessment, prescription, design and fabrication of prosthetic devices.
- ***Orthotist***  
A medical practitioner who is responsible for patient's assessment, prescription, design and fabrication of orthotic devices
- ***Prosthetist/Orthotist:***  
A medical practitioner who is qualified in both prosthetics and orthotics.

## **JOB CHARACTERISTICS**

- Interpreting the Surgeon's prescription by taking precise measurement, making traces from the



patient's body and making plaster casts.

- Creating orthosis/prostheses that are both well-fitting and functional by examining the disability and modifying positive plaster forms which will serve as models until both the patient and the Orthotist-Prosthetist are fully satisfied with the results.
- Working with leather to cover all types of appliances, making leather belts and suspension straps.
- Welding, working with a variety of steels and undertaking minor fitting-and-turning, spray-painting, panel-beating and woodwork.
- Providing rehabilitative (prosthesis) and curative (orthotics) services to the public.
- Manufacturing surgical footwear for patients with deformities, such as club-feet.
- Prosthesis - biomedical appliance which replaces a limb, or part of the limb, e.g., arm, leg, breast.
- Orthosis - biomedical appliance that is used to support the weakened body part. Normally the body part is present, but is weak, or because of illness cannot perform normally.

## REQUIREMENTS

### *Secondary Education*

Possession of at least a NSSC H Grade 12 or equivalent qualification is required to be admitted to SADC tertiary institutions a valid first aid certificate is also required. Candidates undergo a strict selection procedure. Compulsory subjects: Physical Science and Biology

Recommended subjects: Mathematics and Technical

### Drawing *Tertiary Education*

The Dip.: Medical Orthotics and Prosthetics and B. Sc. and M. Sc. Prosthetics and Orthotics, B. Sc. Bioengineering as well as a doctorate in this field is offered at SADC tertiary institutions. A student has to complete a one-year internship at an approved centre.

The prosthetics and orthotics professionals are internationally categorised into the following categories based on educational qualifications.

In Namibia, these professionals are required to register with the Allied Health Professions Council in order to practise.

Prosthetist/Orthotist Category I: is a prosthetics and orthotics professional with four year formal education training leading to a degree or higher.

Prosthetist/Orthotist Category II or Orthopaedic Technologist: is a prosthetics and orthotics professional with a three year formal education training leading to a diploma.

Orthopaedic Technician or Orthopaedic Assistant: is a prosthetics and orthotics professional with a two year formal education training leading to a certificate. They are mainly involved in the fabrication, repair and finishing operations of prosthetic and orthotic devices as well as reporting pertinent information.

Formal training is currently not offered in Namibia. To practise in Namibia, however, professionals have to be registered with the Allied Health Professions Council in terms of Allied Health Professions Act.

## PERSONAL REQUIREMENTS

A prospective candidate should have a marked mechanical aptitude, manual dexterity, good eyesight, good interpersonal and communication skills. He/she must also have a sound medical background, be psychologically well adjusted and sympathetic in dealing with physically disabled or handicapped people.

## **WORK OPPORTUNITIES**

Prosthetics and orthotics professionals form part and parcel of the clinical rehabilitation team and can be employed in the public or private prosthetics and orthotic centres or related organisations.

## ***PHARMACIST/PHARMACIST ASSISTANT***

*A Pharmacist's task is to manufacture, dispense and distribute medicine to treat and prevent diseases in animals and humans. A Pharmacist forms the co-ordinating link between the producer and the Doctor, the Doctor and the patient, and the patient and the community.*

## **JOB CHARACTERISTIC**

### ***Pharmacist***

- Preparing and directing the preparation of medicine according to prescriptions of medical, dental and veterinary practitioners or established formula.
- Testing drugs to determine identity, purity and strength.
- Checking prescriptions to ensure that recommended dosages are not exceeded and that instructions are understood by the patient or person administering the medicine.
- Advising on possible drug incompatibility.



- Making up medicine according to the Doctor's prescription, as well as on his/her own initiative.
- Controlling the production of medicine and preparing information about new products for submission to the medical control board.
- Planning the marketing of products.
- Maintaining records, especially of narcotics, poisons and habit-forming drugs issued.
- Counselling patients regarding medications dispensed, to ensure correct administration and patient compliance in order to achieve maximum and optimal effect of the medication.
- Liaising with medical aids and other health care professionals.

### **Pharmacist assistant**

*A Pharmacist assistant is responsible for the dispensing and distribution of medicine under the supervision of a Pharmacist to treat and prevent diseases in animals and humans. Generally a Pharmacist Assistants advise the public on all self-medication issues, dispense over the counter preparations (medicine), advice customers on the prudent use and limitations of self-medication, assist the pharmacist with stock taking, storing of medicines, preparing and mixing medicines and filling scripts.*

- ; Responsible for bulk stock management medicines and clinical supplies.
- ; Responsible for ward, pharmacy and clinic stock supply issues.
- ; Handle Schedule 5 medicines as required in your work place.
- ; supply the district clinics with stock, and check their orders to avoid over stocking
- ; Visit the clinics periodically to check their pharmaceutical services and give them support, and to ensure that the pharmaceutical standards are maintained.
- ; Check expiry dates of medicines as part of stock control functions.
- ; Dispense prescriptions in accordance with the current official policies (i.e. Treatment Manual, Nem list).
- ; Advise ward/clinic staff on the ways by which different medicinal and clinical items could be used economically, and to advise on optimal storage conditions for various pharmaceutical preparations.
- ; Repack medicines for internal clinics and/or departments.
- ; Carry out additional manipulation of medicines (e.g. dilution, packing and labelling of antiseptics and disinfectants, reconstitution of antibiotic powders, compounding of various ointment bases).
- ; Record statistical data including specific data on medicine utilisation in order to monitor service utilisation, and to ensure that there is sufficient stock in the hospital.
- ; Contribute to effective and efficient management of quality health services in the district by making suggestions for improvement.
- ; Submit quarterly reports to the supervisor and to contribute to the planning of district health services.
- ; Submit annual work plan and annual report as applicable.
- ; Organise and attend Therapeutics Committee meetings as applicable.
- ; Attend District Co-ordination Committee (DCC) meetings as a member. The keeping of statistics in community health clinics.

## **REQUIREMENTS**

### **Secondary Education**

For studies at UNAM, a Grade 12 NSSC certificate or any other equivalent qualification with at least 30 points with a B Symbol in English OR 32 with a C Symbol in English. A Score of "2" or better in Mathematics and Physical Sciences or a 2 in Mathematics and a 3 in Physical Science or a 2 in Physical Science and a 3 in Mathematics or a B Symbol or better in ordinary level Mathematics and Physical Sciences. A Symbol B or better in ordinary level Biology/Life Science is required.

Possession of at least a NSSC H Grade 12 or equivalent qualification with matriculation exemption and generally outstanding marks is required for admittance to various SADC tertiary institutions for degrees in Pharmacy.

For Pharmacist Assistants the National Health Training Centre, under the Ministry of Health, requires possession of a NSSC O Grade 12 with 20 points, and an E or above symbol in English, Mathematics, Sciences including Biology is required for this Certificate.

Compulsory subjects: Mathematics and Physical Science

Recommended subject: Biology/Life Science

### **Tertiary Education**

For those already enrolled at UNAM, the following are required:

- (i) Successful completion of the entire first year Science curriculum and must have passed Chemistry, Biology and Mathematics/Physics modules with an aggregate of at least 55%.
- (ii) Successful completion of a Science degree from a recognised University with passes in Sciences including Chemistry and Biology

A B. Pharm. degree is offered at SADC tertiary institutions. It is a four-year course after which the prospective Pharmacist must register as an intern-Pharmacist with the Pharmacy Board and complete one year of practical training.

The National Health Training Centre in Windhoek, Namibia offers a two years pharmacy course where a person gains a certificate as a pharmacy assistant.

Those who would like to practise in Namibia, are required to register with the Pharmacy Council of Namibia. **PERSONAL REQUIREMENTS**

A prospective Pharmacist or Pharmacist Assistant should be hardworking, accurate, and responsible. They must possess good communication and interpersonal skills, manual dexterity and the ability to carry out instructions.

## **WORK OPPORTUNITIES**

Pharmacists can work in the following areas: industry (manufacturing and research), retail (dispense medications at pharmacies or grocery stores), administration (registration), private and hospital pharmacies (work in a hospital as part of a medical care team to determine which medications and doses would be most effective for each patient's conditions), research and the academic field (lecturing). Self-employment is a viable option after sufficient experience has been gained.

## **PHYSIOTHERAPIST**

*A Physiotherapist is skilled in the use of movement techniques based on physiological principles, supplemented where necessary by electrotherapy. Massage and other physical means are also used to alleviate pain, restore good health, prevent physical disability and help people reach their maximum potential after injury or illness. A Physiotherapist treats patients from all walks of life, each with different needs, but all wanting to return to full participation in their home life, work, recreational and sporting interests. A Physiotherapist works in co-operation with the medical and other health professionals.*

## **JOB CHARACTERISTICS**

- (iii) Evaluating the function of the musculo-skeletal, nervous, respiratory and circulatory systems.
- (iv) Measuring joint range and muscle strength.
- (v) Analysing patterns of posture and movement and advising communities and individuals on correct body postures to avoid injuries and strain and to strengthen muscles e.g. back pain and headaches.
- (vi) Performing tests of lung capacity and electrical tests of nerves and muscles.
- (vii) Treating disorders of bones, muscles and parts of the circulatory, or the nervous system by manipulative methods and use of ultrasound, heating, laser or similar techniques.
- (viii) Massaging client to improve circulation, soothing or stimulating nerves.
- (ix) Facilitate elimination of waste matter, stretch contracted tendons and to produce other therapeutic effects.
- (x) Rehabilitating correct movement patterns in those born with disabilities, e.g., cerebral palsy children or those who acquired disability, e.g. stroke and head-injury patients.
- (xi) Rehabilitating through exercise and balance-training of individuals after traumatic injuries, e.g. amputations and spinal cord injuries.
- (xii) Sports rehabilitation.

## **REQUIREMENTS**

### **Secondary Education**

For studies at UNAM Health Sciences campus the following is required:

(i) Possession of a valid NSSC or any other equivalent qualification with at least 30 points in five (5) subjects on the UNAM Evaluation Scale with a Grade B or better in English

(Ordinary Level) OR alternatively 32 points in five subjects on the UNAM Evaluation Scale with a Grade C or better in English (Ordinary Level).

(ii) A Score of 2 in Mathematics and 3 in Physical Science, or 2 in Physical Science and 3 in Mathematics on Higher Level or a Grade B in Mathematics and Physical Sciences on Ordinary Level.

(iii) A Score of “3” or better in Biology/Life Science on Higher Level or a Grade B or better in Biology / Life Science on Ordinary Level.

Possession of at least a NSSC-H Grade 12 or equivalent qualification with matriculation exemption and generally above-average performance in all subjects is required for studies in SADC tertiary institutions. Candidates are also subjected to a strict selection procedure.

Compulsory subjects: Mathematics and Physical Science

Recommended subject: Biology.

## **Tertiary Education**

The UNAM School of Medicine offers a Bachelor of Science Physiotherapy (Honours). Additional admission requirements include:

- (i) Successful completion of the entire first year Science curriculum with passes in Chemistry, Biology, Mathematics and Physics modules and a final mark of at least 55% OR
- (ii) Successful completion of a Bachelor of Science degree from a recognised University with passes in Chemistry, Biology, Mathematics and Physics including at least at first year level.

B. Physiotherapy and B. Sc. Physiotherapy degrees are offered at SADC tertiary institutions. Prospective Physiotherapists must register with the Allied Health Professions Council of Namibia to be able to practise.

## **PERSONAL REQUIREMENTS**

A prospective Physiotherapist should be interested in the human body. He/she must also be responsible and patient and have good interpersonal skills.

## **WORK OPPORTUNITIES**

Physiotherapists are employed by private and state hospitals. Self-employment is a viable option if sufficient experience has been gained. Regional hospitals outside Windhoek as well as the rural communities around the smaller towns have a need for Physiotherapists.

## **PUBLIC HEALTH SPECIALIST**

*Public Health Specialists apply professional, technical and managerial expertise to evaluate the impact of environmental contamination on public health. Their primary focus is on prevention of disease and injury rather than treatment. Through organized, interdisciplinary efforts that address the physical, mental and environmental health concerns of communities and populations, Public Health Specialists work to make communities around the world healthier.*

## **JOB CHARACTERISTICS**

- (v) Design, implementation, coordination, and evaluation of a broad range of prevention programme activities and studies.
- (vi) Raising awareness of good health, diet and exercise through training and workshops
- (vii) Giving advice to members of a particular community or social group
- (viii) Devising health policies and schemes for assessing health needs
- (ix) Liaising with, supporting the work of and providing expert advice to other voluntary, charity and statutory organisations
- (x) Managing projects
- (xi) Keeping up to date with current health promotion trends
- (xii) Supplying other organisations with specialist information and resources
- (xiii) Making presentations
- (xiv) Writing reports
- (xv) Campaigning for the adoption and/or enhancement of national health promotion and preventative policies and measures

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a NSSC-H Grade 12 or equivalent qualification with matriculation exemption or outstanding NSSC-O Grade 12 or equivalent is required to be admitted to SADC tertiary institutions.

### **Tertiary Education**

UNAM offers two years Masters in Public Health in its School of Nursing and Public Health Faculty. To register for the Master in Public Health course a candidate must:

- (i) Hold a four year Degree or an equivalent qualification in a health related field obtained from a recognized institution of higher learning.
- (ii) Have at least 3 years' experience in a health - related work.

Individuals who have undergraduate degrees in medicine, nursing, public health, epidemiology, behavioural or social sciences may also become Public Health Specialists.

Various universities in SADC offers Short Courses, Diploma's and Honours degrees in Public Health. **PERSONAL REQUIREMENTS**

A prospective Public Health Specialist should have excellent oral and written communications skills, the ability to motivate others, the ability to lead, patience, empathy, confident, be mature and caring.

## WORK OPPORTUNITIES

Public health specialists can work for the public service, non-profit organisations, in academia as trainers or lecturers and in the private sector.

### ***RADIOGRAPHER/RADIOGRAPHIC ASSISTANT***

*A Radiographer is an important member of the medical team that makes use of the radiation medium to capture images of the anatomy and physiological functions of the human body for diagnostic purposes. There are four main branches of specialisation in radiography, namely: diagnostic radiography, therapeutic radiography, nuclear medicine and radiographic ultrasound.*

## JOB CHARACTERISTICS

A Diagnostic Radiographer works under the Radiologist and is responsible for:

- Taking X-ray photographs: he/she positions the patient and records the relevant position, conditions and functions of various anatomical structures and organs of the body.
- Making a diagnosis of any abnormality seen.
- Being responsible for the radiographic-photographic processing and nursing apparatuses used in the X-ray units.

A Therapeutic Radiographer treats diseases, mainly cancer, by X-rays and other radiation techniques such as gamma rays from radium and cobalt 60 by:

- Planning the technical treatment and patient care.
- Working with a medical physician and computers when determining the amount and nature of radiation.

A Radiographer, who specialises in nuclear medicine, is trained in the use of radioactive nuclides which are introduced into the body by means of radiation and other radioactive substances. A Radiographer specialising in ultrasound uses apparatuses which by means of sound waves, record images of especially soft tissue.

### ***RADIOGRAPHIC ASSISTANT***

- *Rendering of an auxiliary service under supervision and control of a registered Radiographer.*
- *The development of films and x-ray films.*
- *The making of photocopies and the filling of photo negatives, copies and X-rays.*

## REQUIREMENTS

### **Secondary Education**

Possession of NSSC H/O Grade 12 or equivalent qualification with a minimum of 25 points on the UNAM point evaluation scale with a C symbol in English as a second language or D as a first language and Mathematics C or D symbol is required to be admitted to UNAM.

Possession of Grade 12 with at least qualifying subjects including English, Maths and a health related Science subject with symbol E or Higher with a minimum aggregate of 20 points is required to be admitted for the Radiographic Assistant programme at the National Health Training Centre.

A NSSC H/O Grade 12 or equivalent qualification, with matriculation exemption is required to be admitted to SADC Tertiary Institutions.

Compulsory subjects: English, Mathematics and one other Science subject. (UNAM).

Mathematics and Physical Science (SADC).

Recommended subject: Biology (SADC).

### **Tertiary Education**

UNAM offers a four year Bachelor: Radiography (Diagnostic); three years theoretical training, and one year internship. The latter is done at the Windhoek State Hospital. Students are required to register annually with the Allied Health Professions Council of Namibia and also furnish proof that they are employed by health authorities in Namibia.

The National Health Training Centre offers a two year full time program for Radiographic Assistants. Diploma, Degrees and Post-graduate studies of various specialities in Radiography are offered at SADC tertiary institutions.

### **PERSONAL REQUIREMENTS**

A prospective Radiographer must be accurate, responsible and be fond of working with people. He/she should be a team-worker and able to act calmly, systematically and effectively in emergency situations.

### **WORK OPPORTUNITIES**

Radiographers are employed by hospital services (private), state health institutions and mine hospitals.

Self-employment is a possibility, if sufficient experience has been gained.



## **SPEECH-LANGUAGE PATHOLOGIST (SPEECH THERAPIST) AND AUDIOLOGIST**

*Speech-Language Pathology is a professional specialisation dealing with the assessment and remediation of communication disorders, including disorders of sound production and language learning, voice disorders, swallowing disorders, stuttering and disorders of speech and language following strokes, accidents, mental retardation and autism.*

*Audiology is the professional specialisation dealing with hearing impairment. The professional in this field assesses hearing, fits hearing instruments, manages speech and language problems of the hard-of hearing and deals with noise measurement and control.*

*A Speech-Language Pathologist (speech therapist) and Audiologist work with children and adults, ranging from infants to geriatric patients, to meet their communication needs. Importantly, they also work closely with the parents, teachers and caregivers of such patients. They are very often part of a team that can include Doctors, Social Workers, Psychologists, Physiotherapists, Occupational Therapists, Teachers and parents.*

### **JOB CHARACTERISTICS**



- (ii) Identifying a patient's communication problems such as stuttering, hearing impairment, loss of voice, cleft palate, brain injury, laryngectomy and inadequate speech and language development.
- (iii) Assessing the cause of these difficulties by using special equipment, tests and skills. The planning of treatment modalities to normalise physical, functional, psychological and educational functions.
- (iv) Using exercises, activities and home programs to help improve the patient's communication skills, once a problem is identified.
- (v) Involving the parents, caregivers and teachers as part of the treatment programme to help the patient reach predetermined treatment objectives.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a NSSC H Grade 12 or equivalent qualification with outstanding marks and matriculation exemption is required to be accepted by SADC tertiary institutions. All candidates are subjected to a strict selection process.

Compulsory subjects: Mathematics and Physical Science at some universities

Recommended subjects: Biology, Mathematics and Physical Science by most universities

## **Tertiary Education**

SADC tertiary institutions offer a fulltime degree in Speech-Language Pathology and Audiology (referred to as Speech and Hearing Therapy or Logaoedics by some universities). These courses are not offered in Namibia but candidates who would like to practise in Namibia, must be registered with the Allied Health Professions Council of Namibia.

## **PERSONAL REQUIREMENTS**

An above average academic ability is needed, particularly in the scientific field. Warmth, sensitivity and a special interest in helping people are essential, as is the ability to establish a good relationship with others, particularly children.

## **WORK OPPORTUNITIES**

Major employers are speech and hearing clinics, hospitals and special schools and centres for the handicapped. Some professionals work for specialist medical practitioners or open their own practices. In Namibia the majority of posts are within the public service. Importantly, they also work closely with the parents, teachers and caregivers of such patients.

## **PHYSICAL AND NATURAL SCIENTISTS AND TECHNICIANS/TECHNOLOGISTS**

- *Archaeologist*
- *Cartographer*
- *Chemist*
- *Draughtsperson*
- *Forensic Scientists*
- *Geohydrologist*
- *Geologist and Geotechnician*
- *Geographical Information Systems (GIS) Professional*
- *Land Surveyor/ Land Surveying Technician*
- *Leather Chemist*
- *Material Scientist/Engineer*
- *Meteorologist and Meteorological Technician/Technologist*
- *Oceanographer*

## **ARCHAEOLOGICAL TECHNICIAN/ARCHAEOLOGIST**

*An Archaeologist collects remains from the past such as tools, works of art, dwellings and human remains, and interprets information concerning the culture, history and behaviour of human beings since the earliest of times.*

## **JOB CHARACTERISTICS**

- (iv) Conducting research on the origin, development structure, social patterns, organization and interrelationships of human society.
- (v) Tracing the origin and evolution of humanity through the study of changing characteristics, Cultural and social institutions.
- (vi) Tracing the development of humanity through the, material remains of the past, such as dwellings, temples, tools, pottery, coins, weapons, and sculpture.
- (vii) Extracting relevant materials, checking their authenticity, as well as researching and describing the history of a particular period, country or region.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a NSSC-O/H, Grade 12 or equivalent qualification with a pass in five subjects and 25 points on the UNAM Evaluation Scale is required for admission to UNAM. A NSSC-H Grade 12 or equivalent qualification, with matriculation exemption is required to study at SADC Tertiary Institutions. Compulsory subjects: None

Recommended subjects: History, Geography and a third language preferably a foreign language (For museums or tourism industry).

### **Tertiary Education**

UNAM offers a Bachelor of Arts degree (Honours) majoring in History; in addition candidates can pursue a postgraduate diploma in Heritage Conservation and Management (Honours). SADC institutions offer a B. A. or Bachelor of Science (B. Sc.) degree with Archaeology as a major subject.

## **PERSONAL REQUIREMENTS**

A prospective candidate should be an organised and patient person with passion, drive, curiosity and critical thinking skills.

## **WORK OPPORTUNITIES**

Archaeologists can be employed by museums, universities (lecturers/Researchers), government departments and private research companies.

## ***CARTOGRAPHER***

*A Cartographer draws up map specifications for the compilation of national and other maps used by various private and government institutions and land surveyors for purposes of planning, conservation and development.*

## **JOB CHARACTERISTICS**

- Compiling and examining/evaluating relevant cartographic information.
- Planning the production of charts and maps.
- Making plans charts and maps or map components to be used in determining navigable waters and in planning marine constructions.
- Making maps and charts with a view of controlling direction and the extent of mining.
- Analysing aerial and other photographs, remote sensing and survey data.
- Preparing, producing and revising topographic maps and charts, utility maps and other thematic maps.
- Studying and advising on technical, aesthetic and economic aspects of map production.
- Calculating costs and prices.
- Recording cartographic information, indexing and maintaining catalogue and relevant classification by using systems like the Geographical Information Systems (GIS).
- Maintaining technical liaison and consultancy with other relevant specialists.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least an NSSC-O/H, Grade 12 or equivalent qualification with a pass in five subjects and 25 points on the UNAM and NUST's point evaluation scale is required for admission to these institutions.

Compulsory subjects: English with a C symbol on NSSC-O or D symbol as a first language (UNAM).

Recommended subjects: Mathematics, Physical Science and Geography

### **Tertiary Education**

The University of Namibia offers a B.A (Honours) majoring in Geography and Environmental Studies as a minor and thereafter, one specialise in Cartography at post graduate level.

The NUST offers a Bachelor's in Geoinformation Technology and an (Honours), in addition, they offer post-graduate Master's Degree in Geoinformation Science and Earth Observation.

A BTech: Cartography and a BSc Geoinformatics are offered at SADC institutions.

## PERSONAL REQUIREMENTS

A prospective cartographer should have an aptitude for drawing, good spatial perception and be able to work with detail.

## WORK OPPORTUNITIES

Government departments, municipalities, mines and other private institutions employ cartographers. Cartographers can also be self-employed or work on a contract basis for various institutions.

## ***CHEMIST***

- *Chemist is concerned with the properties, transformation and uses of matter and energy. A Chemist studies the composition, structure and properties of different materials as well as the processes and changes they undergo. Because of the great scope of chemistry, several sub-divisions can be identified: Organic Chemistry (the study of carbon-containing compounds), Inorganic Chemistry (the study of compounds not formed by carbon), Biochemistry (the study of the chemistry-of-life processes), and Analytical Chemistry (the study of the separation, identification, and composition of all kinds of matter).*

## **JOB CHARACTERISTICS**

- Synthesising and analysing substances and studying atoms and molecules intimately.
- Conducting experiments, tests and analysis to investigate chemical composition and energy and chemical changes in various natural, artificial and synthetic substances, materials and products.
- Developing or improving pharmaceutical and other industrial materials, products and processes.
- Developing quality-control procedures for manufacturers or users.

## **REQUIREMENTS**

### **Secondary Education**

Possession of an NSSC-O/H level, Grade 12 or equivalent qualification with passes in at least five subjects as well as 25 points on the UNAM point evaluation scale is needed to enrol at UNAM. Possession of a NSSC-H, Grade 12 or equivalent qualification is required for admission to SADC Institutions.

Compulsory subjects: Mathematics and Physical Science with at least a C symbol in both subjects (UNAM).

### **Tertiary Education**

A four year B. Sc. degree in Chemistry and a four year B.Sc. in applied Biochemistry (Honours) and B.Sc. in Chemistry (Honours) Medicinal can be obtained from UNAM.

A B. Sc. degree with Chemistry as a major subject can be followed at most SADC institutions. PERSONAL REQUIREMENTS

A prospective candidate must have an aptitude for and interest in experimenting, analysing and problem solving. Communication and writing skills are also important.

## **WORK OPPORTUNITIES**

Opportunities exist at tertiary training institutions, quality-control departments in the manufacturing sector, mining and pharmaceutical industries. Some opportunities may exist in the public sector (i.e. research and teaching posts). Self-employment is also a possibility for instance as a chemical consultant or product developer e.g. manufacturing of toiletries or Cosmetics.

## ***DRAUGHTSPERSON***

*Draughtsperson prepares technical drawings, maps and illustrations from sketches, measurements and other data and copies drawings and paintings on to printing plates. He/she may work in diverse fields such as architecture, engineering, telecommunications, town- and regional planning and mining.*

## **JOB CHARACTERISTICS**

- Involved in various types of construction projects.
- Operating computer-assisted equipment to create, modify and generate hard-copy and digital representations of working drawings.
- Preparing and revising working drawings from sketches and specifications prepared by engineers and architects.
- Installing and erecting machinery and equipment for the construction, modification, maintenance and repair of buildings, dams, bridges, roads and other architectural and civil engineering projects.
- Preparing and revising illustrations for reference works and technical manuals, dealing with the assembly, installation, operation, maintenance and repair of machinery and other equipment and goods.

## **REQUIREMENTS**

### **Secondary Education**

An NSSC-H, Grade 12 or equivalent qualification with passes in at least five subjects, which add up to 35 points on the NUST's point evaluation scale, is required for enrolment at the NUST. A NSSC-H or outstanding NSSC-O, Grade 12 or equivalent qualification, is required to be admitted to SADC Institutions.

Compulsory subjects: Mathematics, English and Physical Science with a grade 3 NSSC-H (NUST). Math-

ematics and Physical Science (SADC institutions.) Recommended subject: Technical drawing (some SADC institutions).

### **Tertiary Education**

Training to qualify as a Draughtsperson is currently not offered in Namibia. However, a related course in Architecture which is offered by the NUST and Civil Engineering at UNAM are available. Refer to the entry requirements Civil Engineering and Architecture.

Various diploma courses (e.g. N.Dip.: Architectural Technology, N.Dip. Cartography, N. Dip.: Surveying, N.

Dip.: Town- and Regional Planning, N. Dip.: Mine Surveying) can be taken at SADC institutions.

NB: The candidate must also obtain a minimum score of 18 points on the engineering evaluation scale.



## **PERSONAL REQUIREMENTS**

A prospective Draughtsperson should possess drawing and designing abilities, a visual-spatial aptitude, a high level of manual dexterity and accuracy. He/she must also be able to translate concepts onto paper and to visualise objects in three-dimensional terms.

## **WORK OPPORTUNITIES**

Opportunities exist at Consulting Engineers, Architects, and construction companies and in the public service and opportunity for self-employment are also available.

## ***FORENSIC SCIENTISTS***

*Forensic Scientists make use of their scientific knowledge to answer or shed light on legal issues.*

*The following are sub-disciplines within the Forensic Science field:*

### ***(a) Forensic Anthropologist***

A person employed as a Forensic Anthropologist has specialised in the study of human skeletal biology. He/she is skilled in the identification of skeletal remains; the examination of human remains in an effort to determine the age, sex, stature, race and other characteristics of the specimen under investigation.

### ***(b) Forensic Engineer***

A Forensic Engineer's task is to reconstruct accident scenes to determine the causes and origins of accidents and is responsible for failure analysis.

### ***(c) Forensic Entomologist***

A Forensic Entomologist studies insects and their relation to a criminal investigation. He/she identifies the specific insects present in the body of the deceased person and estimates how long the body has been left exposed, by for example, examining the state of development of the fly larvae.

### ***(d) Forensic Odontologist***

A Forensic Odontologist uses both physical and biological dental evidence for the identification of unknown victims or the specimen under investigation.

### ***(e) Forensic Pathologist***

A Forensic Pathologist performs an autopsy to determine the cause of death; he/she is involved in the investigation of the circumstances surrounding the death. This may involve the examining of the clothing and/or body itself and an internal examination of the organs.

### ***(f) Forensic Toxicologist***

A Forensic Toxicologist is involved in determining what role chemicals or drugs played in the death of the specimen under investigation. Body fluids and tissues of the specimen are used by the Toxicologist to determine what chemicals or drugs were present in the victim's body.

## **REQUIREMENTS**

### **Secondary Education**

Possession of an NSSC-O/H, Grade 12 or equivalent qualification with passes in at least five subjects as well as 25 points on the UNAM point evaluation scale, is needed to enrol at UNAM.

25 Points including a minimum B-symbol on NSSC(O) or 4 on NSSC(H) in Mathematics, Biology or Physiology and Physical Science as well as a minimum D-symbol in English (NUST – for Biomedical sciences) and 25 Points including 15 points on the evaluation scale for Physical Science, Mathematics and Biology, NSSC

(H) or NSSC(O) with a D or 4 symbol or better and a D NSSC(O) in English NUST – Science degree.

A NSSC-H or outstanding NSSC-O, Grade 12 or equivalent qualification, is required to be admitted to SADC Institutions. Compulsory subjects: Mathematics, Physical Science and Biology at NSSC-O/H level with at least a C-symbol (UNAM). B-symbol on NSSC(O) or 4 on NSSC(H) in Mathematics, Biology or Physiology and Physical Science (NUST).

### **Tertiary Education**

A Bachelor's Degree in science with Biology, Mathematics, Chemistry, Biomedical sciences and English are the major requirements. Some disciplines within the forensic sciences require advanced degrees.

A Bachelor's Degree in forensic sciences is not offered in Namibia. However, a candidate can study a B.Sc. in applied Biochemistry (Honours) and a B.Sc. in Chemistry (Honours) Medicinal at UNAM or a Bachelor

of Biomedical Sciences or Bachelor of Science at NUST to enter the Forensic Science field. A candidate can apply to study Forensic science at other institutions e.g. SADC Institutions.

## **PERSONAL REQUIREMENTS**

People employed as Forensic Scientists should be thinkers, curious, good with details and good with putting puzzles together (analytical and problem-solving skills).

## **WORK OPPORTUNITIES**

Forensic scientists work in laboratories, police services, hospitals, mortuaries, universities and can be self-employed.

## **GEO-HYDROLOGIST**

*A Geo-hydrologist is mainly responsible for the scientific investigation and evaluation of underground water resources.*

## **JOB CHARACTERISTICS**

- § Exploring ground-water by means of geophysical techniques.
- § Investigating the occurrence and exploitative possibilities of ground-water in different geological formations.
- § Investigating the quality of ground-water and study the patterns of ground-water systems by means of mathematical models and statistical analysis.
- § Rendering expert advice to institutions and users of ground-water.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a NSSC-O/H certificate, Grade 12 or equivalent qualification is needed to study at UNAM with a minimum of 25 points in five subjects which includes a C symbol in English, Mathematics and Physical science.

- NSSC-H or outstanding NSSC-O, Grade 12 or equivalent qualification, is required to be admitted to SADC Institutions.

Compulsory subjects: Mathematics and Physical science with a C symbol on NSSC or equivalent qualification.

Mathematics and Physical Science at NSSC-H level (SADC)

### **Tertiary Education**

A B.Sc. in Geology (Honours) and a Master's of Science in applied Geology majoring in Hydrology is offered at UNAM. SADC institutions offer a B. Sc. degree with major subjects like Hydrology, Geology, Physics and Mathematics. To register as a Geo-hydrologist, a B. Sc. Honour's degree in the above-mentioned subjects or B. Sc. Honour's degree with Geo-hydrology and Applied Geophysics is required. These honours courses can be studied at SADC tertiary institutions.

## **PERSONAL REQUIREMENTS**

Prospective Geo-hydrologists should have a keen interest in physical and mathematical sciences, good observation skills and be computer literate.

## **WORK OPPORTUNITIES**

Geo-hydrologists are employed by the Public Service e.g. the Ministry of Agriculture, Water and Forestry, municipalities, parastatals (Nampower and Namwater) and the private sector.

## **GEOLOGIST AND GEO-TECHNICIAN**

*Geologists and Geo-technicians deal with all aspects of the Earth. Fundamental to any study of geology is the occurrence of rocks and minerals, which are studied in specialisations such as: Mineralogy (the study of minerals), Petrology (the study of rocks), Crystallography (the study of crystals), Geochemistry and Geophysics (the study of various chemical and physical parameters pertaining to rocks and soils) and Economic Geology (study of mineralisation).*

## **JOB CHARACTERISTICS**

- Studying deposits of economic minerals and processes leading to the rock-formation.

- Mapping of mineral deposits and investigation of rock and mineral samples in laboratories.
- Identifying and studying of geological features that affect engineering design, urban and infrastructure development and the exploitation of natural resources.
- Evaluating the geotechnical properties of rock types and the economic potential of mineral resources
- Publishing and distributing geological reports and maps.
- Collecting and interpreting data of the Earth for the purpose of increasing the understanding of human life.

## REQUIREMENTS

### Secondary Education

Possession of at least a NSSC-O/H Grade 12 or equivalent qualification is needed to study at UNAM with a minimum of 25 points in five subjects which includes a C symbol in English, Mathematics and Physical science. Prospective candidates are required to pass a departmental aptitude test. A NSSC-H or outstanding NSSC-O, Grade 12 or equivalent qualification, is required to be admitted to SADC Institutions.



Compulsory subjects: Mathematics and Physical science with a C symbol on NSSC or equivalent qualification.

Recommended subject: Geography

### **Tertiary Education**

A B. Sc. degree in Geology (Honours) can be obtained from UNAM. UNAM offers postgraduate Masters of Science in Petroleum Geology and a Master's of Science in applied Geology (with majors in Exploration & Economic Geology, or majors in Environmental geology & Hydrology).

NB: Undergraduate programme offers a comprehensive geoscience degree that allows graduates to enter a professional career.

In Namibia a possession of a degree in Geology or Geotechnology enables one to register with the Engineering Council.

SADC universities also offer training in Geology. Registration as a Geo-technician is possible after completing a three-year N. Dip.: Geology at some SADC institutions. After one additional year of study the person can become a Geo-technologist.

### **PERSONAL REQUIREMENTS**

A prospective Geologist or Geo-technician/technologist should be able to adapt to different conditions, have perseverance and an analytical frame of mind.

## WORK OPPORTUNITIES

Geologists and Geo-technicians are employed in the mining industry, parastatal (NAMCOR), the Geological Survey Department in the Namibian Government, engineering and consulting firms as well as universities and research institutes.

## GEOGRAPHICAL INFORMATION SYSTEMS (GIS PROFESSIONAL)

*A GIS professional uses GIS programmes to analyse spatial data, set out procedures and standards to produce working documents in the form of maps or tabular information for decision making. They support other professionals to make better decisions with spatial oriented data. Strategic GIS support includes: Data quality control procedures, spatial modelling procedures, ArcSDE data base management, data accessibility and storage.*

## JOB CHARACTERISTICS

- ▶ Design or coordinate the development of integrated Geographic Information Systems (GIS) spatial or non-spatial databases.
- ▶ Design or prepare graphic representations of Geographic hardware or software applications.
- ▶ Enter data into Geographic Information Systems (GIS) databases using techniques such as coordinate geometry, keyboard entry of tabular data, manual digitizing of maps, scanning or automatic conversion to vectors, and conversion of other sources of digital data.
- ▶ Maintain or modify existing Geographic Information Systems (GIS) databases.
- ▶ Perform geospatial data building, modelling, or analysis using advanced spatial analysis, data manipulation, or cartography software.
- ▶ Analyse Geographic Information Systems (GIS) data to identify spatial relationships or display results of analyses using maps, graphs, or tabular data.
- ▶ Review existing or incoming data for currency, accuracy, usefulness, quality, or completeness of documentation.
- ▶ Transfer or rescale information from original photographs onto maps or other photographs.
- ▶ Assist Geologist to apply GIS techniques to compile geological reports and carry out other activities

## REQUIREMENTS

### Secondary Education

Possession of a NSSC-O/H, Grade 12 or equivalent qualification with 25 points in 5 subjects; a E or better in English, 18 points for Mathematics, Physical Science and Geography or Natural science and only one of the above subjects may be as low as a C on NSSC-O or a 4 on NSSC-H (NUST).with a C symbol in English, Mathematics, and in Geography; with 25 points on the Polytechnic of Namibia's point evaluation scale is required.

Compulsory Subjects: English and Mathematics

Recommended Subject: Geography and mathematics.

### Tertiary Education

NUST offers a three year Bachelor of Geoinformation Technology. UNAM offers a related B.Sc in Geo-information Science (Honours).

## PERSONAL REQUIREMENTS

A prospective candidate must be able to adapt to different conditions, have perseverance, an analytical mind and have good Visual-Spatial abilities.

## **WORK OPPORTUNITIES**

Opportunities exist in the public and private sectors, mining industries, municipalities, construction companies and other consulting firms.

## **LAND SURVEYOR/LAND SURVEYING TECHNICIAN**

*A Land Surveyor conducts research and advises on the application of the science of measurement in determining the natural and man-made features and boundaries of land, seas, underground areas and celestial bodies. He/she also gives advice on assembling and assessment of land and geographic information as well as the purpose of planning and implementing the efficient administration of land and structures thereon.*

## **JOB CHARACTERISTIC**

### **Land Surveyor**

- Advising on and providing working plans for determining the size and shape of any part of the earth,



the position of points and objects and the position of boundaries.

- Conducting management and measurement of construction works and deformation studies.
  - Advising on the production of plans, maps and charts.
  - Designing and setting up land and geographic information systems.
  - Conducting land management and land valuation.
  - Recording survey data, examining the results of cadastral surveys and entering the information in registration books and on cadastral index maps.
  - Planning and conducting aerial photographic surveys.
  - Maintaining technical liaison and consultancy with other relevant specialists.
  - Participating in the resolution of land disputes.
  - Researching and advising on the development of alternative property demarcation methods and techniques.
  - Setting out engineering and infrastructure works
- Surveying Technician
- Adjusts and operates surveying instruments such as prisms, theodolites, and electronic distance-measuring equipment.
  - Performs calculations to determine earth curvature corrections, measurements, traverse closures and adjustments, azimuths, level runs, and placement of markers.
  - Records survey measurements and descriptive data using notes, drawings, sketches, and inked tracings.
  - Searches for section corners, property irons, and survey points.
  - Positions and holds the vertical rods, or targets, that theodolite operators use for sighting to measure angles, distances, and elevations.
  - Lays out grids, and determines horizontal and vertical controls.
  - Compares survey computations with applicable standards to determine adequacy of data.
  - Sets out and recovers stakes, marks, and other documentation.
  - Conducts surveys to ascertain the locations of natural features and man-made structures on the earth's surface, underground, and underwater using electronic distance-measuring equipment and other surveying instrument

## **REQUIREMENTS**

### **Secondary Education**

Possession of a NSSC-O/H Grade 12 with 30 points is required to study for a B. Sc. in Geomatics at the NUST. Compulsory subjects: Mathematics and Physical Science at NSSC-H level. The NUST requires a minimum A symbol on NSSC (O)/ a 3 symbol at NSSC (H) for Mathematics, minimum B symbol on NSSC (O) or a 4 symbol at NSSC (H) for Physical science and minimum 3 symbol for English second language at NSSC (H). Must be medically and physically fit for fieldwork, which forms an integral part of the programme.

### **Tertiary Education**

The NUST is offering a four year Bachelor of Geomatics which qualifies a candidate to become Land Surveyor. A B. Sc. degree in Land Surveying is a requirement for registration as a Land Surveyor. After the formal training, a prospective land surveyor has to complete 270 days of in-service training. After an additional examination has been passed the candidate can register as a Land Surveyor.

## **PERSONAL REQUIREMENTS**

A prospective candidate should have an interest in computers and Mathematics, be able to work on his own as well as be able to make independent decisions.

## **WORK OPPORTUNITIES**

Land Surveyors and Technical surveyors in the public and private sectors of Namibia, Universities, Municipalities, and some are self-employed as Consultants.

Job prospects for Land Surveyors in Namibia are favourable.

## **LEATHER CHEMIST/TECHNICIAN**

*A Leather Chemist is a scientist whose main task is to conduct research on leather skins and to develop and increase the technology of leather production. He/she is also responsible for the preservation of hides and skins.*

## **JOB CHARACTERISTICS**

- ▶ Studying the nature of useful animal skins.
- ▶ Examining the traits and utilization of artificial leather material.

- ▶ Researching the various agents and chemicals used in leather processing.
- ▶ Conducting research on the acid-alkali balance as well as the application of kinds of oil and soap disinfectants used for controlling mould and glues.
- ▶ Tanning of skins and leather.
- ▶ Finishing off the different kinds of leather.
- ▶ Analysing and testing the leather after the colouring process is done.

## **REQUIREMENTS**

### **Secondary Education**

Possession of a NSSC-O/H, Grade 12 or equivalent qualification with passes in at least five subjects as well as 25 points on the UNAM point evaluation scale is needed to enrol at UNAM. Possession of at least a NS-SC-H, Grade 12 or equivalent qualification, with matriculation exemption is required to be admitted to SADC training institutions.

Compulsory subjects: Mathematics and Physical Science with at least a C symbol at NSSC-O level (UNAM)

Recommended subject: Biology (some SADC institutions).

### **Tertiary Education**

A four year related B. Sc. In Chemistry (Honours) and a four year B.Sc. in applied Biochemistry (Honours) and Bachelor of Veterinary Medicine (BVM) duration of 6 years can be obtained from UNAM and other SADC universities. M. Sc. degrees in Leather Science such as the University of Nairobi.

## **PERSONAL REQUIREMENTS**

A prospective candidate should have mathematical and scientific ability and a strong interest in leather, Chemistry and Biochemistry. He/she must also be able to use his/ her initiative at all times.

## **WORK OPPORTUNITIES**

Leather Chemists are employed by Tanneries e.g. Nakara, laboratories, research departments of leather companies, leather and footwear companies and other institutions. Self-employment is also a possibility.

## ***MATERIAL SCIENTIST/ENGINEER***

*A Material scientist/Engineer develops and designs the properties of materials such as ceramics, polymers, rubbers and glass and also study the relationship between these materials.*

## **JOB CHARACTERISTICS**

- Conducting research and advising on the design and development of new or improved methods to deal with material-engineering aspects.
- Studying and advising on technological aspects of particular materials or processes.

- Determining the most suitable methods of extracting the ores, turning the raw materials into metals and alloys and then into a myriad of products, ranging from transport, computer and construction equipment as well as firm amendments.
- Investigating properties of metals and alloys, developing new alloys and advising on the supervision of technical aspects of metal and alloy manufacture and processing.
- Maintaining technical liaison and consultancy with other relevant specialists, in particular with geologists, geophysicists and mining engineers.

## **REQUIREMENTS**

### **Secondary Education**

Possession of a NSSC-O/H, Grade 12 or equivalent qualification with passes in at least five subjects as well as 25 points on the UNAM point evaluation scale, is needed to enrol at UNAM and other SADC institution. Compulsory subjects: Mathematics and Physical Science

### **Tertiary Education**

A B. Sc. in Physics or Chemistry (Honours) can be pursued at UNAM. A B. Eng. or B. Sc. degree with Material Science, Physics, Geology or Chemistry as major subjects can be pursued at SADC universities.

## PERSONAL REQUIREMENTS

A prospective candidate should be practical, detail-oriented, enjoy working independently, have a high degree of mental focus, and have a natural aptitude in science and statistics.

## WORK OPPORTUNITIES

Material Scientists/Engineers can enter speciality fields like holding and casting and after a few years of practical experience could establish their own businesses.

## ***METEOROLOGIST AND METEOROLOGICAL TECHNICIAN/ TECHNOLOGIST***

► *Meteorologist is a scientist who studies the atmosphere of the earth and the physical processes that take place in it. This implies the study of the composition and movement of air, incoming and outgoing radiation as well as thermodynamic, electrical and optical phenomena in the atmosphere. A Meteorologist also manages the Weather Bureau and keeps abreast with scientific and technological developments in this profession. A Meteorological Technician/Technologist on the other hand, is responsible for the collection of meteorological information necessary for weather forecasts.*

## JOB CHARACTERISTICS

### ***Meteorologist***

- Providing weather forecast information to the public and regularly processing the Climatological data.
- Conducting research and improving and developing concepts, theories and operational methods related to the composition, structure and dynamics of the atmosphere.
- Studying data from weather stations, preparing detailed or long-term weather maps and forecasts used in aviation, shipping, agriculture and for the information of the general public.
- Conducting experiments in fog dispersal, rain-making and other types of weather control.

### **Meteorological Technician/Technologist**

- Distributing weather forecasts to the public and regularly processing the climatological data.
- Operating and maintaining a weather observation network by studying data from weather stations and preparing detailed weather maps and forecasts used in aviation, shipping and agriculture.
- Maintaining apparatuses such as computers, radars and automatic weather stations used for observing the temperature visibility, atmospheric pressure and clouds.
- Installing, maintaining and developing electronic equipment such as electronic airport systems and weather radar.

## REQUIREMENTS

### **Secondary Education**

Possession of a NSSC-O/H, Grade 12 or equivalent qualification with passes in at least five subjects as well as 25 points on the UNAM point evaluation scale, is needed to enrol at UNAM.

A NSSC-H, Grade 12 or equivalent qualification, with matriculation exemption is required for SADC universities (to become a meteorologist) or outstanding NSSC-O Grade 12 or equivalent qualification to follow the technician route namely Technician or Technologist.

Compulsory subjects: Mathematics and Physical Science.  
Mathematics with at least a C symbol at NSSC O level (UNAM)

### **Tertiary Education**

To qualify as a Meteorologist a three year B. Sc. Atmospheric Sciences: Meteorology is the minimum requirement. It can be completed at some SADC universities. A B. Sc. (Honours.) degree with Applied Mathematics, Physics or Mathematical Statistics as major subject is required to register as a professional Meteorologist.

► B. Sc. (Honours) degree at UNAM with Mathematics and Physics can be followed by one year's specialisation in Meteorology (at foreign Institutions). The specialisation course is, however, not offered in Namibia but the University of Nairobi in Kenya offers a Diploma in Meteorology.

For qualification as a Meteorological Technician or Technologist, a N. Dip.: or B. Tech.: Meteorology should be obtained.

### **PERSONAL REQUIREMENTS**

► prospective Meteorologist and Meteorological Technician/Technologist should be a keen observer and accurate worker with a special interest in weather patterns.

## WORK OPPORTUNITIES

Work opportunities exist at the Weather Bureau of the Ministry of Works and Transport.

## OCEANOGRAPHER

*An oceanographer studies the sea, sea-life, sea-bed, currents, the physical and chemical composition of the water and also the air above the ocean. Physical Oceanography (the study of the physical properties of sea water), Marine Chemistry (study of the chemical composition of sea water) are examples of specialist fields in the general discipline of Oceanography.*

## JOB CHARACTERISTICS

- ▶ Extending currently available knowledge on the location of shoals of fish and the methods used in landing these fish.
- ▶ Responsible for the observation and conservation of fish and crustacean populations.
- ▶ Researching deposits of ordinary salt, magnesium, magnesium salt, iodine, diamonds, oil, etc. and the exploitation viability of these deposits.
- ▶ Providing useful information regarding sea-transport, specifically focusing on navigational methods and the location of sand-banks and reefs.

## REQUIREMENTS

### Secondary Education

Possession NSSC-O level Grade 12 or equivalent qualification, with a C or better in Biology and Mathematics and not less than a D in Physical Science or Chemistry. If you have obtained a D grade in mathematics, you may be admitted provided you have scored a minimum of 27 points in five subjects including English, Mathematics and Physical Science or Chemistry on the UNAM point evaluation scale.

Possession of a NSSC-H, Grade 12 or equivalent qualification, with matriculation exemption is required for admission to SADC universities.

Compulsory subjects: Mathematics, Biology and Physical Science or Chemistry (UNAM)

Recommended subject: Biology (SADC Institutions)

### Tertiary Education

At UNAM students can enrol for a B. Sc. degree with any of the subjects Biology, Chemistry, Geology and Mathematics as majors. Students can also complete the B. Sc. in Fisheries and Aquatic Sciences (Honours) however specialization in Oceanography is at postgraduate level.

There are various specialisation directions and students must choose their subjects accordingly. Any of the following subjects can be taken as majors of the B. Sc. degree at most universities Botany, Zoology, Chemistry, Geology, Physics, Marine Biology, Microbiology, Mathematics and Applied Mathematics. A degree in Engineering can also provide a basis for specialisation in certain aspects of Physical

Oceanography. Some SADC institutions offer a B. Tech in Oceanography, B. Sc. degree in Ocean & Atmosphere Science, Diploma in Marine science, National Diplomas in Marine Engineering and Maritime studies. Postgraduate studies can be taken at some SADC Universities.

## PERSONAL REQUIREMENTS

A prospective Oceanographer should be able to work in a team context, be physically fit and have an investigative frame of mind.

## **WORK OPPORTUNITIES**

Oceanographers are usually employed in government for instance at the Ministry of Fisheries and Marine Resources.

## ***SOCIAL SCIENCE CAREERS***

- *Law Careers*  
*Arbitrator/Conciliator/Mediator*  
*Company Secretary*  
*Legal Practitioner (Attorney, Advocate)*  
*Magistrate*  
*Public Prosecutor*  
*Legislative Drafter*  
*Paralegal*
- *Other Social Science Careers*



*Anthropologist*

*Clergyperson/Chaplain*

*Counsellor*

*Geographer*

*Life Couch*

*Political Scientist*

*Psychological Counsellor*

*Psychologist*

*Psychometrist*

*Social Worker*

*Sociologist*

*Wellness Co-ordinator*

## **ARBITRATOR/ CONCILIATOR/ MEDIATOR**

*An Arbitrator assists two parties to resolve a dispute outside the courts. The Arbitrator provides an award which both parties agree to be bound to. The Conciliator assists two opposing parties by proposing mutually acceptable terms. They resolve conflicts by adjusting or settling disputes in a friendly manner through extra judicial means. The Mediator assists dispute resolutions as a neutral third party to opposing parties for them to reach a voluntary, negotiated resolution. Arbitration, mediation, and conciliation are used to resolve a variety of disputes such as divorce, land dispute, labour disputes and so on.*

## **JOB CHARACTERISTICS**

- Confer with disputants to clarify issues, identify underlying concerns, and develop and understanding of their respective needs and interests.
- Set up appointments for parties and use mediation techniques to facilitate communication between disputants to further parties' understanding of different perspectives, and to guide parties toward mutual agreement.
- Prepare settlement agreements for disputants to sign.
- Analyze evidence and apply relevant laws regulations, policies and precedents in order to reach conclusions
- Prepare written opinions and decisions regarding cases.
- Rule on exceptions, motions and admissibility of evidence.
- Determine existence and amount of liability, according to evidence, laws, and administrative and judicial precedents.
- Managing and monitoring of industrial actions, rendering labour law advice to social partners and other stakeholders with a motive to prevent labour disputes and promote industrial harmony.

## **REQUIREMENTS**

**Secondary Education**

For a Diploma course, UNAM requires an NSSC-H or NSSC-O Grade 12 or equivalent qualification with at least 25 points in five subjects according to UNAM rating with at least a C symbol in English.

Possession of at least an NSSC-H Grade 12 or equivalent qualification with matriculation exemption or outstanding NSSC-O Grade 12 or equivalent is required to be admitted to other SADC tertiary institutions.  
Compulsory subjects: Depends on institution.

Recommended subject: English

## **Tertiary Education**

University of Namibia offers a two year full time Dip. in Law: Arbitration and Dispute Resolution.

A candidate needs an appropriate Diploma or Bachelor's Degree in the field of law (with Labour Law Conciliation & Arbitration) from a recognized training institution. To practice Arbitration and Conciliation in labour matters in the Namibian government one must be appointed by the Minister of Labour, Industrial Relations and Employment Creation.

Training is also available at a number of SADC Tertiary Institutions.

## **PERSONAL REQUIREMENTS**

A prospective candidate must be honest, a good listener, focused, just, practical and be able to work under pressure.

## **WORK OPPORTUNITIES**

Graduates can work as Arbitrators, Mediators, Conciliators in Public and Private Institutions.

## **COMPANY SECRETARY**

*A Company Secretary forms the link between the board of directors and various other departments in the company. He/she also ensures good relations with the public and shareholders. The company secretary maintains communication links in an organization and administers files and other sources of information. He/she writes reports for relevant administrators, giving relevant information and some advice on policies and other legal matters. It is a managerial position.*

## **JOB CHARACTERISTICS**

- ▶ Maintaining management-information systems in a company that are used for decision-making.
- ▶ Maintaining the register of board members, payment of dividends and debentures of interest, statutory returns, capital issues and the general administration of relevant legislation.
- ▶ Preparing and attending board meetings and assembling information which could facilitate the decision-making process.
- ▶ Drafting accurate minutes of the board meeting and ensuring that the board's policies and decisions are implemented.
- ▶ Being responsible for accounting, staff control and public relations and handling the company's contracts, agreements and insurances (in medium-sized enterprises).
- ▶ Safeguarding policies are kept up-to-date, are sanctioned, and that company members are cognizant of their (e.g. legal) implications
- ▶ providing legal/financial guidance as well as ensuring awareness about company law.

## **REQUIREMENTS**

### **Secondary Education**

An NSSC-O/H qualification or equivalent qualification, with passes in five subjects and a minimum of 25 points on NUST/UNAM point evaluation scale is necessary to be enrolled at NUST/UNAM.

Recommended subjects: Accounting and Business Studies.

### **Tertiary Education**

For basic training as a Company Secretary a person can take studies in relevant business course (such as a B. Admin.) and Law.

## **PERSONAL REQUIREMENTS**

A prospective Company Secretary must be able to communicate effectively both in writing and verbally and has to display a high degree of organisational talent.

## **WORK OPPORTUNITIES**

Opportunities exist mainly at large private and public companies.

## **LAWYER**

*A Lawyer or Legal Practitioner gives legal advice and conducts suits in court. He/She is the person with whom the client makes contact with, when seeking legal advice or when having legal problems. He/She is an expert in presenting and arguing criminal and civil cases in all courts ensuring that a fair trial ensues for a client.*

*Legal practitioners use titles such as Attorneys, Advocates, Lawyers, Legal Advisors, Senior Counsel and so on to identify themselves according to their employment choice.*

## **JOB CHARACTERISTICS**

- Giving advice to clients regarding legal matters and assisting clients to negotiate settlements in matters which concern legal disputes.
- Deciding whether there are enough factual and legal grounds for taking a matter to the court.
- Taking instructions from the client on how to proceed in court.
- Studying and preparation of cases in detail to go to court.
- Drafting legal documents, called pleas, which state the case of each side.
- Cross examining witnesses, following the appropriate legal rules and principles to produce evidence in court for the client.
- Arguing the merits of the case in court before judgement is made.
- Writing legal opinions.
- Acting as an Arbitrator.
- Drawing up wills, contracts, property transactions, administering estates, advising on tax and registering companies.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires possession of at least an NSSC-H or NSSC-O Grade 12 or equivalent qualification with a minimum of 30 points in five subjects on the UNAM point evaluation scale with at least a B symbol in English as a second language or higher .

Compulsory subject: English

### **Tertiary Education**

UNAM offers a four year Bachelor of Laws LL.B (Honours) degree .An additional training course of one year is offered at the Justice Training Centre (JTC), which is compulsory for all individuals who would like to practice as Legal Practitioners, Advocates, and Lawyers. UNAM also offers the Masters of Laws (LL.M) degree and Doctor of Philosophy in Law (PhD).

Lawyers are admitted to the High Court after successful completion of the one year JTC training for them to be recognized as qualified legal practitioners in Namibia.

## **PERSONAL REQUIREMENTS**

A prospective candidate must be honest, hardworking, articulate, disciplined, have an interest in research and be able to work on one's own. He/She should have a well-developed sense of fairness and be willing to serve people.

## **WORK OPPORTUNITIES**

Lawyers can be employed by municipalities, the Public Service, banks, insurance companies and NGOs, Legal Assistance Centre, Financial intelligence Centre Office of the Ombudsman and JTC. They practice as Advocates, Attorneys, Public Prosecutor, Magistrate, Company Secretary, Legal Researcher, Conveyancing Secretary, Ethics and Compliance Officer, Legal Drafter, and Legal Advisor.

### ***MAGISTRATE***

*A Magistrate is mainly responsible for the judicial function in the court. A magistrate may be expected to work in different regions of the country and the authority rests upon him/her to maintain and promote law and order in a society.*

## **JOB CHARACTERISTICS**

- Adjudicating in both civil and criminal cases.
- Protecting and enforcing the rights and responsibilities of individuals.
- Hearing and weighing arguments and evidence.
- Determining the rights and obligations of the different parties.
- Pronouncing judgment over those who have been found guilty.
- Performing clerical and/or administrative duties with the assistance of Prosecutors and Clerks.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires possession of at least an NSSC-H or NSSC-O Grade 12 or equivalent qualification with a minimum of 30 points in five subjects on the UNAM point evaluation scale with at least a B symbol in English as a second language or higher .

Compulsory subjects: English

### **Tertiary Education**

UNAM offers a four year Bachelor of Laws LL.B (Honours) degree. A magistrate does not necessarily have to follow the training course at the Justice Training Centre (JTC) after completion of the LL.B. degree.

### **PERSONAL REQUIREMENTS**

A prospective candidate must be honest, hardworking, objective, disciplined, have good listening skills, a well-developed sense of fairness and be willing to serve people.

### **WORK OPPORTUNITIES**

Magistrates are employed by the Ministry of Justice.

## **PUBLIC PROSECUTOR**

*A Public Prosecutor acts as prosecutor on behalf of the Government in criminal cases in order to protect the public's interest.*

### **JOB CHARACTERISTICS**

10. Deciding whether or not there is sufficient evidence to institute a prosecution against the offender.
11. Deciding what charges should be brought against the offender.
12. Requesting further police investigation into the case, should there be insufficient evidence
13. Issuing summons and drafting charge sheets, should there be sufficient reason for a prosecution.
14. Consulting with witnesses and preparing them for trial.
15. Putting evidence before the court to prove all the alleged crime's elements.
16. Presenting evidence in favour of the accused, even if it will be detrimental to the state's case.
17. Drafting legislation and preparing Government regulations based on existing laws.
18. Addressing the court on merits of case before judgement is passed by an impartial magistrate.
19. Referring serious cases to the Supreme Court.
20. Dealing with issues of bail as to whether or not an offender may be granted bail by the court.

### **REQUIREMENTS**

#### **Secondary Education**

Possession of at least an NSSC-H or NSSC-O Grade 12 or equivalent qualification with a minimum of 30 points in five subjects on the UNAM point evaluation scale with at least a B symbol in English as a second language or higher is required for admission to UNAM.

#### **Tertiary Education**

UNAM offers a four year Bachelor of Laws LL.B (Honours) degree.

Should the Public Prosecutor wish to practise as a legal practitioner, he/she must attend and pass courses at the Justice Training Centre and apply for admission by the High Court of Namibia.

People with sound background knowledge of the law might be appointed as public prosecutors, such as police officers.

### **PERSONAL REQUIREMENTS**

A prospective candidate must be honest, disciplined, organized, firm, fair, be able to work under pressure and solve problems and be willing to serve people.

### **WORK OPPORTUNITIES**

Public Prosecutors are employed by the Ministry of Justice.

## **LEGAL DRAFTER**

*A Legal Drafter drafts, and scrutinizes bills, legislation and other legislative measures. He/She investigates and analyzes legislative proposals to produce high quality, accurate and unambiguous legislation within the guidelines and the time frames associated with legislative processes.*

## **JOB CHARACTERISTICS**

- Drafting legislation (including preparing drafts of Bills, subordinate legislation) in a timely, responsive and professional manner.
- Translating policies into legislation and recommend law reforms.
- Ensuring the proposed legislation achieves the policy objectives in a legally effective way.
- Study legal literature such as legislation, textbooks and case law so as to be conversant with recent developments in the legal field.
- Examine and comment on the drafts prepared by other officers as part of the Office's quality control process and as a method of enhancing the Legislative Drafting.
- Undertake general research required by other officers.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least an NSSC-H or NSSC-O Grade 12 or equivalent qualification with a minimum of 30 points in five subjects on the UNAM point evaluation scale with at least a B symbol in English as a second language or higher is required for admission to UNAM.

Compulsory subject: English



## **Tertiary Education**

UNAM offers a four year Bachelor of Laws LL.B (Honours) degree. UNAM also offers the Masters of Laws (LL.M) degree and Doctor of Philosophy in Law (PhD).

An additional training course of one year is offered at the Justice Training Centre (JTC), which is compulsory for all individuals who would like to practice as Legal Practitioners, Advocates, and Lawyers.

## **PERSONAL REQUIREMENTS**

A sound knowledge of the law, analytical and problem solving skills, effective writing skills and an eye for detail.

## **WORK OPPORTUNITIES**

Legislative Drafters can work for government, business or insurance companies as well as for private law firms or self-employment is also a viable option.

## ***PARALEGAL***

*A Paralegal is a person qualified through education and training to perform substantive legal work that requires knowledge of the law and procedures. As an Assistant in the legal field He/She works under the supervision of a lawyer. Some individuals work independently to provide paralegal services to their communities.*

## **JOB CHARACTERISTICS**

- Guiding those with legal needs to the right resource.
- Conduct interviews with clients to gather background information.
- Correspond with clients, counsel and others on legal matters.
- Prepare clients for court hearing and inform clients periodically of case/matter status.
- Index or summarize documents or transcripts.
- Assemble and analyze records from courts or agencies relevant to a case or client.
- Review legal periodicals and material relevant to a specialty area of law.
- Maintain current binders of court rules and maintain calendar or tickler system.
- Research law, including procedural, administrative, or case law.
- Keep track of and report any pending legislation that may affect clients.
- Translate or simplify laws and legislation so that community members understand them.

## **REQUIREMENTS**

### **Secondary Education**

UNAM requires possession of at least an NSSC-H or NSSC-O Grade 12 or equivalent qualification with a minimum of 25 points in 5 subjects according to UNAM evaluation scale and with at least a C symbol in English as a Second Language.

Compulsory subject: English

### **Tertiary Education**

UNAM offers a 2 year Diploma in Law, Paralegal Studies.

## **PERSONAL REQUIREMENTS**

Successful Paralegals are honest, attentive, disciplined, logical, analytical, resourceful, organized and trustworthy. They possess good communication skills and the desire to help others.

## **WORK OPPORTUNITIES**

Paralegals can work for government, business or insurance companies as well as for private law firms or self-employment is also a viable option.

## **OTHER SOCIAL SCIENCE CAREERS**

### ***ANTHROPOLOGIST***

*An Anthropologist carries out scientific and holistic studies of the origins, behaviour and the physical, so-cio-cultural life and development of human beings.*

## **JOB CHARACTERISTICS**

- Gathering and analyzing information on social and cultural behavior, artifacts, language and biology of various groups in society.
- Collecting, identifying, dating, protecting, preserving and documenting indigenous artifacts, material possessions and other objects of anthropological interest for and in museums.
- Develop data collection methods tailored to a particular specialty, project or culture.

## REQUIREMENTS

### Secondary Education

Possession of at least a NSSC-H Grade 12 or equivalent qualification with matriculation exemption is required for admission to SADC universities.

Recommended subjects: History, Biology, Geography, African Languages, Sociology, and Economics. **Tertiary Education**

B.A. or B.Sc. degrees in Anthropology are offered at some SADC universities. A Master's degree in Anthropology is required in order to go into specialized fields such as: Ethnography, Ethnology, Archaeology, Linguistics, Biological/Physical and Social/Cultural Anthropology.

## PERSONAL REQUIREMENTS

A prospective candidate must be willing to go through subjective crises and should be able to maintain objectivity at all times. He/she must be strong, tolerant, humble, persistent and healthy.

## WORK OPPORTUNITIES

Anthropologists are employed in the Public Service, museums, universities and development agencies as researchers and educators. They can also work independently as consultants.

## CLERGYPERSON/CHAPLAIN

*A Clergyperson or religious professional is responsible for the spiritual well-being of people. His/ her function is to minister divine service through the observance of orderly worship, prayer, sacraments, preaching and teaching according to God's word. He/she is also trained to equip the moral and ethical follow-ers for works of spiritual service, and encourage personal and corporate spiritual growth through worship, fellowship, discipleship, loving service and outreach in the hope of leading people to salvation. He/She may also be called Pastor, Reverend, Priest and Cleric.*

## JOB CHARACTERISTICS

- Teaching people by work and example how to live according to the doctrines of the faith.
- Being involved in helping to minister to the needs of people in the community and encouraging other believers to do the same.
- Perpetuating sacred traditions, practices and beliefs.
- Conducting religious services, rites and ceremonies.
- Undertaking various administrative and social duties, including attending committees and meetings of religious organizations
- Providing spiritual and moral guidance in accordance with the religion professed.
- Propagating religious doctrines in his/her own country or abroad.
- Preparing religious sermons and preaching.

## REQUIREMENTS

### Secondary Education

An NSSC-H or NSSC-O Grade 12 or equivalent qualification Grade 12 or equivalent qualification, with five subjects passed and at least 25 points on the UNAM point evaluation scale, is needed to be admitted to UNAM. ULTS-Paulinam requires possession of NSSC Grade 12 or equivalent qualification with 21 points Diploma courses and for Bachelor of Theology Degree possession of NSSC Grade 12 with 25 points in five subjects including English. Candidates 25 years and older with a simple pass in grade 12 and 3 years' experience in Church Ministry may be admitted through mature entry.

The Namibia Evangelical Theological Seminary (NETS) requires NSSC Grade 12 qualification for entry into their study programmes. Candidates must obtain at least 19 points for Certificate Level training and at least 25 points, with at least a D in English plus NETS Certificate in Theology for a Diploma or Degree in Theology. St Charles Lwanga Seminary requires NSSC Grade 12 qualification with 20 points and a pass in English for Diploma level training. Candidates applying to obtain a Bachelors of Theology Honours should have an accredited Bachelor's degree in another field of study plus a Certificate or Diploma in Theology or Philosophy. Compulsory subjects: Depend on Institution.

Recommended subject: English.

### **Tertiary Education**

A B.A. Degree with Religious and Biblical Studies as a major subject can be obtained after four years at UNAM. A National Dip. Theology and a Degree in Theology can be obtained after a four year full time course at Paulinum in Windhoek. NETS (Windhoek) offer Certificate, Diploma (in Christian Ministry or Theology) and Degree in Theology. St Charles Lwanga offer Diplomas in Philosophy and Theology as well as a Bachelor's degree in Theology.

## **PERSONAL REQUIREMENTS**

A prospective candidate must be community minded, sensitive, possess leadership qualities, be confident to speak in front of people and have power of reasoning and knowledge of human nature. He/she must also be spiritually mature and a committed Christian.

## **WORK OPPORTUNITIES**

Clergypersons/Chaplains can be employed by churches, missions, prisons, hospitals, mental health institutions and the military.

## **COUNSELLOR**

*A Counsellor provides individual and group counselling services for everyday challenges in managing interpersonal relationships or meeting personal goals on a one-to-one basis, in group therapy, with couples or with entire families.*

## **JOB CHARACTERISTICS**

- Enhancing problem solving and coping capacities of people.
- Helping people to overcome existing problems and difficulties.
- Identifying and counselling on staff problems by planning, creating, implementing and presenting personnel enrichment programmes.
- Giving vocational guidance to employees who wish to study further.
- Provide counselling on a variety of client issues to enable choices of thought, feeling or action, increase the sense of well-being and to better manage subjective discomfort or distress.
- Identifying clients requiring more advanced psychological professionals.

## **REQUIREMENTS**

### **Secondary Education**

An NSSC-H or NSSC-O Grade 12 or equivalent qualification Grade 12 NSSC-O/H or equivalent qualification with a minimum of 25 points on the UNAM point Evaluation scale is needed to enroll at UNAM for a degree. English is a compulsory subject and should be obtained at Second Language minimum C symbol or English as a First Language minimum D symbol.

Tulipohamba Training and Assessment Institute require NSSC Grade 12 with 18 points in six subjects with a minimum E in English for admission. Philippi Trust requires Grade 12 Certificate with a pass in English – or equivalent National Certificate in Counselling Services (Level 3) Community Counselling – or equivalent.

Welwitchia requires possession of a 4-year professional degree such as Bachelors in Nursing Science, Education or Psychology.

### **Tertiary Education**

A B. Psych (honours) degree in Clinical or Industrial/Organisational Psychology can be obtained from UNAM. Tulipohamba Training Institute offers a Certificate in Counselling,

Philippi Trust offers a 2 year National Certificate and a 2 year N Dip. Counselling leading to a career as a Counsellor.

A 2 year Post Graduate Dip. Mental Health Counselling can be obtained from Welwitchia University to become a Mental Health Counsellor.

## **PERSONAL REQUIREMENTS**

A prospective Counsellor should be empathetic, responsible, and friendly and have the ability to organize and relate to people in all situations.

## **WORK OPPORTUNITIES**

Counsellors are employed in universities, colleges, schools, hospitals, correctional services, rehabilitation centres, Public Service and in private practices.

## **GEOGRAPHER**

*A Geographer studies the relationship and interaction between mankind and the environment. A Geographer focuses on the scientific study of physical, chemical and biotic features that make up the characteristics of land surface, oceans and climates. The dynamic forces are brought into line with economic, social and cultural processes, as initiated by mankind. Geography contributes towards the establishment of viable strategies concerning the long-term sustainable use of the world's resources.*

## **JOB CHARACTERISTICS**

- Gathering geographic data through field observations, maps, photographs, satellite imagery, and censuses.
- Creating and modifying maps, graphs, diagrams, or other visual representations of geographic data.
- Scientifically studying physical and climatic aspects of areas and regions and correlating these findings with economic, social and cultural activities.
- Explaining and trying to alleviate ecological/ biological problems such as erosion, desertification, nature conservation and the ecological impact of developmental activities.
- Explaining and alleviating socio-economic problem areas such as urbanization and population growth.
- Assist, advise, or lead others in using GIS and geographic data.
- Planning and implementing strategies to address socio-ecological issues, mostly in an advisory capacity.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a NSSC-H or NSSC-O Grade 12 or equivalent qualification, provided that the candidate has passed five subjects (of which English must be one), obtained as a Second Language at NSSC-O with a minimum C symbol, or English as a First Language at NSSC-O with a minimum D symbol, with a minimum of 25 points on the UNAM Evaluation Scale.

Recommended subject: Geography

### **Tertiary Education**

At UNAM a four year B.A. degree with Geography and Environmental Studies is offered either as a minor subject to be completed at the end of the third year of study, or as a double major to be finalised at the end of the fourth year of study. A student in possession of a BA degree with Geography as a double major qualifies to apply for admission to postgraduate studies in Geography, subject to the University's regulations for post-graduate studies.

## **PERSONAL REQUIREMENTS**

A prospective Geographer should be a scientifically-minded and independent person, who possesses good interpersonal skills and is creative.

## **WORK OPPORTUNITIES**

Geographers can take up employment as ; Regional Planner, Environmental Scientist, Surveying and Mapping Technicians , Land Use Planner: Lecturer, Geographical Information Systems (GIS) Specialist, Cartographer, Teaching / Learning Aids Specialist or Consultant.

## **LIFE COACH**

*A Coach helps others to improve, develop, learn new skills, find personal success, and achieve goals and to manage life change and personal challenges. Coaching commonly addresses attitudes, behaviours, knowledge, as well as skills, and can also focus on physical and spiritual development. Life coaching makes use of some knowledge and skills from the fields of psychology and counseling.*

## **JOB CHARACTERISTICS**

- Supporting a learner or client in achieving a specific personal or professional goal by providing training and guidance.
- Actively engage with clients as individuals and in groups
- Use positive communication strategies to motivate clients to work on and reach their goals.
- Use a variety of strategies to assist clients in dealing effectively with and understanding their own social skills challenges and how they can make changes in order to meet their goals.
- Model appropriate, adult social behaviour in all settings.

## **REQUIREMENTS**

### **Secondary Education**

A prospective candidate should be in possession of a NSSC-H or NSSC-O

Grade 12 or equivalent qualification with a minimum of 25 points on the UNAM point evaluation scale. English is a compulsory subject and should normally have been obtained as English as a Second Language with minimum C symbol, or English as a First Language with a minimum D symbol.

Possession of at least a NSSC-H Grade 12 or equivalent qualification with matriculation exemption or out



standing NSSC-O Grade 12 or equivalent is required to be admitted to other SADC tertiary institutions. Compulsory subjects: Depends on specific universities

## **Tertiary Education**

Training in Counselling and Psychology related subjects enables a candidate to pursue a career in this area. UNAM offers a B. Psych (honours) degree in Clinical or

Industrial/Organisational Psychology and a Master's Degree in Clinical, Educational and Industrial/Organisational Psychology.

In some cases, these posts are open for applicants from other fields such as psychologists.

Additional courses and training specific to life coaching are available from other qualified coaches and some established private companies in the SADC Region.

## **PERSONAL REQUIREMENTS**

A prospective Life Coach should be patient, be a good listener, a critical thinker, a self-starter with a demonstrated ability to lead, and be able to motivate others. He /She should possess good communication skills.

## **WORK OPPORTUNITIES**

In Namibia many Life Coaches work independently or within a small business, some work for organizations and others provide coaching services through their current professional positions as Counsellors or Psychology professionals.

## ***POLITICAL SCIENTIST***

*A Political Scientist studies government, political processes and political issues in a scientific way. He/She studies the phenomena of political behavior such as its origin, development, its operation and its relationship with political institutions. The field of political science is diverse and includes several subfields, such as comparative politics, political theory and philosophy, political economy, foreign policy, trade policy and international finance as well as national security.*

## **JOB CHARACTERISTICS**

- Formulate and develop government policies.
- Provides political advice through policy analysis.
- Conduct research in political theory, philosophy and political systems.
- Consulting government civic bodies, research agencies and political parties and corporations.
- Political commentary through various media (newspapers, television and radio).
- Organize and conduct public opinion briefings.
- Make, implement and analyze policies.

## **REQUIREMENTS**

### **Secondary Education**

A prospective candidate should be in possession of an NSSC-H or NSSC-O Grade 12 certificate or equivalent qualification with a minimum of 25 points from five (5) subjects, of which English should be one for studying at UNAM.

NUST requires possession of an NSSC-H or NSSC-O Grade 12 with a minimum of 25 points from five (5) subjects with an E symbol or better in English and in Maths for admission.

Possession of at least a NSSC-H Grade 12 or equivalent qualification with matriculation exemption or outstanding NSSC-O Grade 12 or equivalent is required to be admitted to other SADC tertiary institutions. Recommended subjects: History, Economics and Development Studies.

### **Tertiary Education**

NUST offers a Bachelor of Public Management (B. Tech.) degree. UNAM offers Political Studies as a major subject for a B. A. (hons) Degree. The Department of Political and Administrative Studies at UNAM also offers Political Studies as a major in its Bachelor of Public Management (Hons) degree programme and a Master of Arts in Political Science.

### **PERSONAL REQUIREMENTS**

A prospective Political Scientist must be comfortable working with people and possess good and confident public speaking skills. He/she must be a good debater and have a keen interest in current affairs.

### **WORK OPPORTUNITIES**

Political Scientists can be employed in politics, law, education, the civil service, foreign service as Political Activists, Consultants, Diplomats, Researchers. Some may hold political office.

## **PSYCHOLOGICAL COUNSELLOR**

*A Psychological Counsellor provides individual and group counselling services in the areas of career guidance, education, mental health and rehabilitation. Counselling is provided for everyday challenges in managing or maintaining interpersonal relationships or meeting personal goals on a one-to-one basis, in group therapy, with couples or with entire families.*

### **JOB CHARACTERISTICS**

- Enhancing problem solving and coping capacities of people.
- Helping people to overcome existing problems and difficulties.
- Identifying and counselling on staff problems by planning, creating, implementing and presenting personnel enrichment programmes.
- Giving vocational guidance to employees who wish to study further.
- Provide counselling on a variety of client issues to enable other choices of thought, feeling or action, and to increase the sense of well-being.
- Drawing up reports of people assessed after administering and scoring psychometric tests.
- Identifying clients requiring more advanced psychological assessment and referring such clients to appropriate professionals

### **REQUIREMENTS**

#### **Secondary Education**

An NSSC- H or NSSC-O grade 12 or equivalent qualification with a minimum of 25 points on the UNAM point Evaluation scale is needed to enroll at UNAM for a degree. English is a compulsory subject and should normally have been obtained as English as a Second Language minimum C symbol or English as a First Language minimum D symbol.

#### **Tertiary Education**

A B. Psych (honours) degree in Clinical or Industrial/Organisational Psychology can be obtained from UNAM. This qualifies candidates for registration with the Social Work and Psychology Council of Namibia as a Psychological Counsellor.

After completion of the academic programme, it is required that the candidate should complete 900 hours over a six month period of internship with an accredited institution, and undergo evaluation, before one can register as a Psychological Counsellor with the Social Work and Psychology Council of Namibia.

### **PERSONAL REQUIREMENTS**

A prospective Counsellor should be empathetic, responsible, and friendly and have the ability to organize and relate to people in all situations. A rational approach is a prerequisite.

### **WORK OPPORTUNITIES**

Psychological Counsellors are employed in universities, colleges, schools, hospitals, correctional services, rehabilitation centers, and the Public Service. Registered Psychological Counsellors are allowed to register with NAMAF and submit claims to medical aids for work they have done with clients.

## **PSYCHOLOGIST**

*A Psychologist does research on and studies mental processes and behavior of human beings as individuals or in groups. He/she also applies his/her knowledge to promote personal, social, educational or occupational adjustment and development. Psychologists are trained in many different specializations, certified and licensed, with different requirements depending on the jurisdiction. Their work ranges from clinically diagnosing various mental health, emotional or behavioural disorders to working in non-clinical practice environments such as research and even business.*



## **JOB CHARACTERISTICS**

The actual characteristics of the job of a Psychologist vary depending on factors such as the setting and specialty involved however below are some common job characteristics.

- Assisting individuals to maximize the realization of their natural potential/capabilities.
- Enhancing problem solving and coping capacities of people.
- Planning and carrying out assessments tests to measure mental, physical, and other characteristics such as intelligence, aptitude, ability, personality and interests.
- Administering, interpreting and evaluating psychometric test results, giving feedback and counselling.
- Studying psychological factors in the diagnosis, treatment and prevention of psychological disorders, and conferring with related professionals.
- Enhancing general adjustment and academic development of pre-school and school children through assessment and counseling for children, parents and teachers.
- Training various helpers in the community in skills to be applied in serving communities.

- Conducting psychological practice research to investigate various human and social issues in order to generate psychological theories advising on the development of policies.
- Providing expert evidence and opinions regarding human behavior.

***A Clinical psychologist*** is a mental health professional whose work includes administering and interpreting cognitive and personality tests, inclusive collecting and studying many forms of data, diagnosing mental illness, creating treatment plans and conducting psychotherapy.

***An Educational psychologist*** focuses on how people learn. He/She works directly with individuals who have learning problems, provides diagnostic assessments to learners, may collect and study many forms of data and make recommendations for improved performance at individual or institutional level.

***An Industrial/organizational Psychologist*** applies psychological principles to business and organizational issues. He/She may do everything from determining suitability for hiring or leadership roles to recommending organizational changes and helps the organization to enhance workforce performance, improve morale for meeting overall objectives.

A Health Psychologist is a mental health professional with particular expertise in exploring the connection between physical and mental states. He/She explores how psychosocial influences affect the immune system and how psychological and cultural influences promote compliance with health regimes for instance.

***A Forensic Psychologist*** works within, or aids, the legal system. Work can entail evaluating competency to stand trial and offering expert witness Criminal profiling. He/She may also offer expertise in issues of personal injury, liability, disability, or guardianship.

## **REQUIREMENTS**

### **Secondary Education**

A prospective candidate should be in possession of a NSSC-H or NSSC-O Grade 12 or equivalent qualification with a minimum of 25 points on the UNAM point evaluation scale. English is a compulsory subject and should normally have been obtained as English as a Second Language at NSSC-O level with a minimum C symbol, or English as a First Language at NSSC-O level with a minimum D symbol.

Welwitchia University require a four year Bachelor's degree (Hons) in Psychology for admission. Compulsory subjects: Depends on specific universities

### **Tertiary Education**

UNAM offers a Master's Degree in Clinical, Educational and Industrial/Organizational Psychology. The minimum qualification for registration as a Psychologist is a Master's degree in Psychology and appropriate internship of 2000 hours in a 12 month period at an accredited institution.

Welwitchia University offers a Masters and Phd Studies in some areas of specialization in Psychology. Candidates have to undergo selection to be admitted to the Master's Degree courses. Psychologists can only practice after they passed their full-time internships and registered with the Social Work and Psychology Council of Namibia.

## **PERSONAL REQUIREMENTS**

A prospective Psychologist must have above-average intelligence. He/she should be open minded objective, patient, empathetic, reliable and mature and should be a creative thinker.

## **WORK OPPORTUNITIES**

In Namibia Psychologists can be employed in a wide range of settings including private and public sector as Educational, Clinical and Industrial/Organizational Psychologists. They can also start their own practices or can be employed by academic institutions as lecturers.

## **PSYCHOMETRIST**

*Psychometrists are directly involved in psychological testing. They work under the supervision of professional registered psychologists. Psychometrists carry out testing and initial evaluation of clients by means of psychometric measuring instruments such as aptitude tests, interest questionnaires and personal inventories. These evaluations enable psychologists to select the most suitable procedures for counselling, psychotherapy and job placement for individual clients.*

## **JOB CHARACTERISTICS**

- Conducting interviews, making summaries of test scores and keeping records and statistical information up to date.
- Administering various verbal, written, visual or physical tests, and instruments that assess different aspects of functioning.
- Collaborating with the psychologist to select the right tests for each patient, based on their condition.
- Psychometrists make observations of client behaviour during the testing process which have clinical and diagnostic value for the psychologist.
- Scoring each test according to its clinical guidelines.
- Participate in research projects and in the planning and evaluation.
- Perform administrative tasks like filing reports and keeping statistics.

## **REQUIREMENTS**

### **Secondary Education**

A prospective candidate should be in possession of a NSSC-H or NSSC-O Grade 12 or equivalent qualification with a minimum of 25 points on the UNAM point evaluation scale. English is a compulsory subject and should normally have been obtained as English as a Second Language at minimum C symbol, or English as a First Language minimum D symbol.

Welwitchia requires that the candidate hold Bachelor's degree with Psychology as a major plus registration as Psychology Student (Psychometrics) with the Namibian Health Professions Council.

Possession of at least a NSSC-H Grade 12 or equivalent qualification with matriculation exemption or outstanding NSSC-O Grade 12 or equivalent is required to be admitted to other SADC tertiary institutions.

Compulsory subjects: Depends on specific universities

### **Tertiary Education**

Psychometrists must hold at least a bachelor's degree in psychology or a related field. UNAM offers a B. Psych (honors) degree in Clinical or Industrial/Organizational Psychology and a Master's Degree in Clinical,



Educational and Industrial/Organizational Psychology.

Welwitchia University offers a P.G Diploma in Clinical Psychometrics.

Students must pass the final licensing examination prior to professional registration. Students must also complete the prescribed number of practical hours under the supervision of a registered psychologist.

Training is available at some SADC Tertiary institutions.

### ***PERSONAL REQUIREMENTS***

A prospective Psychometrist must be organized, have an interest in people and finely developed powers of observation. He /She must also be able to relate to people in all situations and have personal qualities such as friendliness, helpfulness, tolerance, tact, empathy, emotional control, reliability and initiative.

### **WORK OPPORTUNITIES**

Psychometrists are employed both in the private and public sector. They can also start their own practices or be employed by academic institutions as Lecturers or in the Student Counselling Services.

### ***SOCIAL WORKER***

*A Social Worker analyses the deep-rooted causes of social problems and helps those concerned to overcome them. He/she is concerned with problems such as poverty, broken homes, under privileged children, drug addiction, housing and medical care. A social worker's service is aimed at the individual, group, family, organization or community. There are many areas Social Workers can choose to specialize in which include the following Mental Health, Child Welfare and School Social Work.*

### **JOB CHARACTERISTICS**

The actual characteristics of the job of a Social Worker vary depending on their work setting or specialization.

- Identifying psycho-social challenges needs and circumstances in individual, family or group context which might lead to social dysfunction.
- Improving people's behaviour or circumstances to enable them to once again play a meaningful role in life by planning, drafting and supplying therapy programmes.
- Executing pre-sentence investigation relating to youth and criminal court cases
- Selecting foster and adoptive parents.
- Planning and co-ordinating the treatment and development facilities that might be lacking or employing existing resources to solve social needs.
- Conducting research to identify and solve social problems.
- Interviewing clients and preparing reports about clients for welfare organisations, schools and courts of law.
- Providing Counselling and Psychosocial support to people who experience lifestyle changes
- Developing and maintaining social-work services.
- Contribute to the development and improvement of social policy.

### **REQUIREMENTS**

## **Secondary Education**

An NSSC-H or NSSC-O grade 12 with minimum of 25 points in five subjects English is a compulsory subject and should normally have been Obtained as English as a Second Language minimum C symbol, or English as a First Language minimum D symbol for both UNAM and Welwitchia University requires NSSC-H or NSSC-O Grade 12 or equivalent qualification with a minimum of 25 points and a D symbol in English for admission.

## **Tertiary Qualification**

UNAM offers a four year B.A. (Honours) degree in Social Work. Students are screened for suitability before being formally accepted into the programme. The academic training is complemented by intensive practical training. Postgraduate degrees and specialization are also offered at UNAM.

Welwitchia offers a four (4) year B.A degree in Social Work. Candidates specialize in the fourth year of study. The candidate then graduates with a 4-year professional degree in Social Work, with specialization either in Forensic Social Work, or in Primary Health Care.

Social Workers can only practice in Namibia after registration with the Social Work and Psychology Council of Namibia.

## **PERSONAL REQUIREMENTS**

A prospective candidate should have good interpersonal skills, be mentally and physically fit as well as able to adjust to different circumstances. He/she should also try to maintain an empathetic, objective and realistic approach.

## **WORK OPPORTUNITIES**

Social workers are employed by some Public Service Department, tertiary institutions, local authorities, Faith based and/or welfare organisations as counsellors, service coordinators and community development workers. Work opportunities are generally good. They can also open private practices.

## **SOCIOLOGIST**

*A sociologist is concerned with the interactions between human beings. These interactions can be on an individual (person-to-person) or group (family, tribal, national) level. Such relationships are brought into line with socio-economic changes and developments.*

## **JOB CHARACTERISTICS**

- Conducting research on the origin, development, structure, social patterns, organizations and interrelationships of human societies.
- Advising on the practical application of these findings in the formulation of social policies for population groups and regions, and for the development of markets.
- Presenting findings and conclusions for publication or use by government, political parties, NGO's, donors, grass- root organizations and development agencies.
- Collecting information through surveys, interviews and case studies to investigate issues such as family dynamics, group-related violence, recreational patterns, effects of urbanization, health topics such as HIV/AIDS,

## **REQUIREMENTS**

### **Secondary Education**

Possession of NSSC-H or NSSC-O Grade 12 or equivalent qualification with passes in five subjects and 25 points on the UNAM point evaluation scale is needed to enroll at UNAM. English is a compulsory subject and should normally have been obtained as English as a Second Language at NSSC-O level with a minimum C symbol, or English as a First Language with a minimum D symbol.

Recommended subjects: Languages

### **Tertiary Education**

UNAM offers a B. A. (Honours) degree where candidates take Sociology as a major. An M.A in Gender Studies is also offered.

## **PERSONAL REQUIREMENTS**

A prospective candidate should be a well-read, open-minded, organized and analytical person.

## **WORK OPPORTUNITIES**

Opportunities exist at universities, in the Public Service, Private, Non Governmental Organizations in research, marketing, public relations, and industrial relations. They can also work as demographers or social anthropologists with postgraduate specialisation or relevant exposure.

## **WELLNESS COORDINATOR /PRACTITIONER**

*A Wellness Coordinator is responsible for the planning and delivery of wellness programs including health awareness , educational campaigns , behaviour change programs health assessments/screenings (biometric events, incentive programs, health fairs), smoking cessation, and more. She/he proactively works to acquire program support through all levels of the organization. Additionally, performs research on relevant topics in health promotion and disease prevention, as needed, and collects and evaluates program data.*

## **JOB CHARACTERISTICS**

- Develop and establish and coordinate wellness programmes.
- Coordinate, communicate, promote and implement health assessments and health coaching.
- Conduct environmental and culture assessments to assess priorities in program development.
- Develop and implement wellness initiatives : Wellness counselling ,Wellness Campaigns
- Implement health action campaigns targeted to high risk topics like weight management, stress management, nutritional awareness and other dimensions of wellness.
- Conduct or recommend relevant training /educational classes on different physical and psychological wellness issues
- Provide comprehensive monthly objectives report on participation, programs and outcomes of programme.
- Prioritize programs and interventions based on reported data that will make the greatest impact on participants.

## **REQUIREMENTS**

### **Secondary Education**

A prospective candidate should be in possession of a NSSC-H or NSSC-O Grade 12 or equivalent qualification with a minimum of 25 points on the UNAM point evaluation scale. English is a compulsory subject and should normally have been obtained as English as a Second Language at NSSC-O level with a minimum C symbol, or English as a First Language minimum D symbol.

IUM requires a minimum of 20 points from a combination of NSSC-H and NSSC-O or with a minimum of 20 points or NSSC-O with a minimum of E symbol in English with minimum 20 points. This Certificate in Health and Wellness Studies (Level 5) will articulate to the Diploma in Health and Wellness Studies (Level 6).

Possession of at least a NSSC-H Grade 12 or equivalent qualification with matriculation exemption or outstanding NSSC-O Grade 12 or equivalent is required to be admitted to other SADC tertiary institutions. Compulsory subjects: Depends on specific universities

### **Tertiary Education**

Bachelor of Science degree in a Health and Wellness or related field enables a candidate to pursue this career. UNAM offers a B. Psych (honours) degree in Clinical or Industrial/Organisational Psychology and a Master's Degree in Clinical, Educational and Industrial/Organisational Psychology

IUM offers Certificate, Diploma and Degree level studies in Health and Wellness.

Training is also available in some SADC countries.

## **PERSONAL REQUIREMENTS**

- Wellness Coordinator should possess strong planning, organizing, problem solving and interpersonal skills with the ability to motivate others. The ability to work both independently and as a part of a team with enthusiasm, initiative, creativity and a high level of integrity.

## **WORK OPPORTUNITIES**

The prospective Wellness Officer can be employed in the government, municipalities as well as in private organizations. One can own also work as a Consultant.

### **2. MUNICIPALITIES AND/OR CITY/TOWN COUNCILS, CAREERS IN...**

The City Council generally employs people in all sectors of the work force. In this section only those careers, unique to the City Council, will be described. Careers include:

- *City Police Officer*
- *Trainee Fire Fighter*
- *Fire Fighter*
- *Horticulturist*
- *Meter Reader*
- *Traffic Officer*

### **CITY POLICE**

*City Police Officers work in either the section of City Police and/or Crime Prevention Unit. They may reach different ranks from Constable to Superintendents. They Perform general duty police work in the protection of life and property through crime prevention and the enforcement of laws and Municipal Regulations.*

## **JOB CHARACTERISTICS**

- To work in partnership with the public and are in the front line the fight against crime and the fear of crime; To be citizen focused, responding to the needs of individuals and communities;
- To use the latest technology to manage information and intelligence in order to secure successful court prosecutions;
- To tackle antisocial behaviour; reducing theft, robberies, traffic crime and street related crime, combating organized crime;
- To assist countering terrorism; To support victims and providing a reassuring presence in the community;
- To perform routine patrol duties by a motor car, motor cycle, bicycle or on foot to prevent, discover and deter the commission of crime and traffic offences;
- To enforce law; to direct traffic, and to enforce motor vehicle operation and parking regulations;
- To do preliminary investigations and traffic control;
- To enforce the Road Traffic and Transport Act and Regulations and Municipal Regulations; Act as Peace Officer and messenger of the court;

- To assist with traffic control and escort duties, executing of warrants of arrest, serving of summonses, capturing of accidents and data, inspection on urban transportation;
  - To act without immediate supervision and exercise independent judgement in meeting emergencies;
  - The duties range from periods of physical inactivity to situations requiring extreme physical exertion and may involve an element of danger;
  - To responds to calls and complaints involving fire; crashes, domestic and neighbourhood disturbances, assaults; robberies and other misdemeanours and felonies;
  - To secure crime and crash scenes, arbitrates disputes, gather evidence, obtains witness statements, apprehend suspects, makes arrests, and transport offenders;
- Gives advice and general information to enquiries from the public; To Testifies as a witness in court in connection with arrests and investigations;

To attend periodic training classes in modern police methods, practices and procedures•

## REQUIREMENTS

### Secondary Education

NUST requires a NSSC-O/H Grade 12 with 25 points and a D in English.

There are different Educational requirements as per ranks.

**Constable** -Grade 12. Basic Police Training

**Sergeant** - Grade 12. + Higher Certificate in Police science or relevant qualifications, Basic Police Training, 3 years relevant experience.

**Assistant Superintendent** - Grade 12. + Diploma in Police science/ Criminal justice or relevant qualifications, Basic Police Training, Control Room Supervising and admin, 5 years relevant experience

**Superintendents** - Grade 12. + B Degree in Police science/ Criminal justice or relevant qualifications, Police science /policing / criminal justice 7 years relevant experience

### Tertiary Education,

Shortlisted candidates will be subject to a standard six months training at the Israel Patrick Iyambo Police College. 1 and 2.

NUST offers a Bachelors of Criminal Justice in Correctional Management as well as in Policing.

Also, investigate the Technical and Vocational Education Training (TVET) route by consulting Namibia Train-ing Authority (NTA) and Namibia Qualifications Authority (NQA) accredited courses and institutions (see the back of the book and their websites).

## PERSONAL REQUIREMENTS

Code B driving licence is required. City Police should be able to make quick and accurate decisions on what action needs to be taken in cases of emergency. They should be healthy, physically fit, brave and calm. He/ she should be able to use common sense, be disciplined and able to work in a team. They should have skills

in Customer orientation, Adaptability, influence, communication, integrity, resilience, tenacity, attention to details, analysis, self-awareness, problem solving.

## **WORK OPPORTUNITIES**

Police are employed by Municipalities and/or Public Services.

## ***TRAINEE FIRE FIGHTER***

*To be trained to perform operational duties both, in emergency and non-emergency situations, related to fire suppression, rescue, emergency medical services, hazardous materials response, emergency management control, room and emergency management delivery as determine by the Local Authority Fire Brigade act no 5, Of 2006.*

## **JOB CHARACTERISTICS**

### ***Undertake***

- Training in relation to Fire Fighter and Rescue Responses and subsequent discharge of functions requiring the practical application of acquired skills and knowledge.
- Training in relation to Hazardous material awareness and subsequent discharge of functions requiring the practical application of acquired skills and knowledge.



- Training in relation to Emergency Control Centre operator and subsequent discharge of functions requiring the practical application of acquired skills and knowledge.
- Assist in Fire and Emergency duties including Public Education and Community Safety.

## **REQUIREMENTS**

### **Secondary Education**

The minimum requirement is a NSSC Grade 12 with 25 points (subject combination of Mathematics, Biology, Physical science and English) or Grade 12 with IFSAC Accredited Fire Fighter 1 Certificate or IFE Certificate in Fire Engineering Science.

### **Tertiary Education**

In Namibia the Bayteck Fire Namibia offers a certificate in Basic Fire Fighting Awareness Level A and B and also a Health and Safety Representative Course.

Trainee Fire Fighters in Namibia receive in-service training for a period of eight weeks. This serves as an introductory course for junior Fire Fighters. Various organisations in Namibia offer First Aid training.

The Fire Brigade in Namibia currently offers the Fire Fighters 1 and 2.

## **PERSONAL REQUIREMENTS**

Fire Fighters should be able to make quick and accurate decisions on what action needs to be taken in cases of emergency. They should be healthy, physically fit, brave and calm. He/she

should be able to use common sense, be disciplined and able to work in a team. Fire Fighters should not fear heights or confined spaces. Code B driving licence is required.

## **WORK OPPORTUNITIES**

Fire Fighters are employed by municipalities and airports.

### ***FIRE FIGHTER***

*Fire Fighters are responsible for saving lives and property, preventing and extinguishing various types of fires. In this process they often put their own lives at risk. Duties and responsibilities that include maintaining and readiness for emergency call responses when dispatched and taking proper action; educating staff and public on fire safety/prevention; and performing other tasks in accordance with the Local Authorities Fire Brigade Services Act no 5, 2006.*

## **JOB CHARACTERISTICS**

- Dealing effectively with various emergency situations.
- Rescuing people from car accidents, and helping injured people in inhospitable areas.
- Rescuing people who are trapped on mountains, under water, or from collapsed buildings.
- Fighting fires in the veldt or built-up areas.
- Rescuing animals.
- Inspecting and approving building plans and fire-prevention devices in buildings.
- Keeping fire fighting vehicles and relevant equipment in good condition.
- Partake in community fire and life safety education programs

## **REQUIREMENTS**

### **Secondary Education**

The minimum requirement is a NSSC Grade 12 or equivalent qualification is preferred. Plus a Fire Fighter & Emergency Care Practitioner Basic Certificates) and minimum 2 years period job related experience The Fire Brigade in Namibia requires a Grade 12 or equivalent qualification, and a Code B/BE driver's licence. Candidates might also be expected to obtain a Code C/CE driver's licence.

Recommended subjects: Mathematics, Physical Science and Biology.

### **Tertiary Education**

In Namibia the Bayteck Fire Namibia offers a certificate in Basic Fire Fighting Awareness Level A and B and also a Health and Safety Representative Course.

Trainee Fire Fighters in Namibia receive in-service training for a period of eight weeks. This serves as an introductory course for junior Fire Fighters. Various organisations in Namibia offer First Aid training.

The Fire Brigade in Namibia currently offers the Fire Fighters 1 and 2.

Also, investigate the Technical and Vocational Education Training (TVET) route by consulting Namibia Training Authority (NTA) and Namibia Qualifications Authority (NQA) accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

Fire Fighters should be able to make quick and accurate decisions on what action needs to be taken in cases of emergency. They should be healthy, physically fit, brave and calm. He/she should be able to use common sense, be disciplined and able to work in a team. Fire Fighters should not fear heights or confined spaces.

## **WORK OPPORTUNITIES**

Fire Fighters are employed by municipalities and airports.

## ***HORTICULTURIST***

*He/she is also involved in the growing, selling and maintenance of plants for indoor and outdoor usage. Responsible for supervision and coordination and applying all aspects of horticulture to playgrounds, gardens, monuments, recreational parks, public open space, cemeteries, street trees, soccer fields, swimming pools and ensure user friendly, quality and positive image to customers and visitors.*

## **JOB CHARACTERISTICS**

- Checking irrigation systems weekly and repairing or reporting faults immediately.
- Plan the development of new cemeteries and play parks.
- Providing horticultural advice to individuals, organizations and other departments when required.
- Keeping up-to-date with new developments within horticulture.
- Ensuring that all areas are free of weeds.
- Ensuring that plants are planted in their correct position, and that they are watered and fertilized.
- Inspecting all planted areas for sickness or pests and treating this with insecticides.
- Ensuring that the necessary pruning is done each winter.
- Developing and managing outdoor spaces, for example, recreation resorts and sport complexes.
- Conduct research on vegetables, fruit, flowers and grape and wine preparation in different rainfall regions.

## **REQUIREMENTS**

### **Secondary Education**

A NSSC-O Grade 12 or equivalent qualification with at least 25 points including Mathematics and Biology (C-symbol) as well as Physical Science (D-symbol) is required by UNAM.

NUST requires a NSSC-O Grade 12 with at least 25 points including and a D in English.

Compulsory subjects: Mathematics, Biology and Physical Science.

### **Tertiary Education**

UNAM offers a related B.Sc. in Agriculture with Horticulture as a subject.

NUST offers a Bachelor of Agriculture and a Bachelor of Natural Resource Management.

Also, investigate the Technical and Vocational Education Training (TVET) route by consulting Namibia Training Authority (NTA) and Namibia Qualifications Authority (NQA) accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Horticulturist should be creative, good at problem solving, and able to use his/her own initiative. He/she must have a love of nature. Patience and perseverance are also important qualities. Candidates must also have a valid Code 08 driver's licence.

Knowledge of facility roadmap and city locations and suburbs. Open Spaces and contractor supervision. Horticultural aspects of the job and knowledge on Health and Safety Regulations.

## **WORK OPPORTUNITIES**

Apart from being employed by municipalities, Horticulturists can work for the Public Service and nurseries.

University graduates can also work as researchers.

## **METER READER**

*Meter Readers record electricity and water meter readings and report irregularities detected.*

## **JOB CHARACTERISTICS**

- Walking or driving along an assigned route to take readings, which they record in a route book.
- Verifying the installation number, the electricity and water meter numbers and number digits.
- Observing and recording any of the following abnormalities: stuck, damaged or replaced meters; tampering with meter or illegal connections; discrepancies between physical gate number and or street address and those on reading units; and new installations for which there are no meter readings. They also look at the number of dogs on households and unoccupied houses.
- Giving advice on matters such as leakage, and informing the public whom they should contact in connection with sewerage system blockages or when streetlights are not working.
- Record electricity and water readings for the farms and Townland with vehicle

## **REQUIREMENTS**

### **Secondary Education**

The minimum educational requirement is a Grade 12 or equivalent qualification and a valid driver's licence.

Higher qualifications are needed for promotion.

### **Tertiary Education**

Meter readers usually receive in-service training. They are trained by team leaders and receive the necessary practical exposure, until such time as they are acquainted with their tasks.

Also, investigate the Technical and Vocational Education Training (TVET) route by consulting Namibia Train-ing Authority (NTA) and Namibia Qualifications Authority (NQA) accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

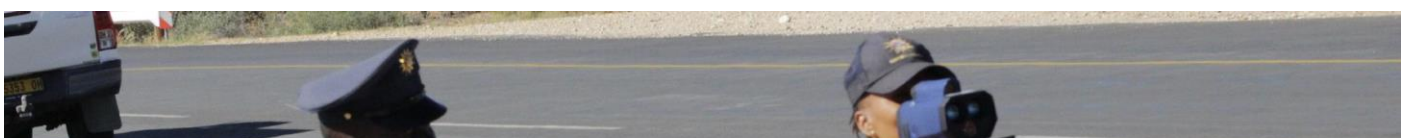
A prospective Meter Reader should be physically fit to walk long distances. He/she should be able to maintain good interpersonal relationships. Responsibility, precision and patience are other qualities needed. Should have good communication skills, customer orientation/focus, adaptability, integrity and initiative.

## **WORK OPPORTUNITIES**

Meter readers are employed by municipalities and parastatals.

## **TRAFFIC OFFICER**

*A Traffic Officer's main tasks are to ensure the safety and free flow of traffic on public roads, law enforcement, education, as well as assisting and providing information to the public.*





## **JOB CHARACTERISTICS**

- Inspecting and testing any parts and the functioning of vehicles, to check if such vehicles comply with the provisions of the Traffic and Transport Bill.
- Driving any vehicle which is being examined by him or her.
- Regulating and controlling traffic on any public road.
- Requiring any person to furnish proof of identification.
- Requiring drivers to provide a specimen of breath or blood when requested.
- Promoting traffic safety by coordinating the functional areas of the traffic safety system.

## **REQUIREMENTS**

### **Secondary Education**

For Namibia, the minimum requirement is an NSSC-O/H Grade 12 or equivalent qualification. Candidates should also be in possession of Code C/CE (heavy vehicle) and Code 02 (motorcycle) driver's licences.

### **Tertiary Education**

Traffic Officers in Namibia receive in-service training within the police services.

Also, investigate the Technical and Vocational Education Training (TVET) route by consulting Namibia Training Authority (NTA) and Namibia Qualifications Authority (NQA) accredited courses and institutions (see the back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate should have reasonable knowledge of human nature, and should maintain sound judgement in all situations. He/she should have a warm, friendly approach, but must be able to be firm and resolute when situations require that. He/she must also be observant and at least 18 years of age.

## **WORK OPPORTUNITIES**

Traffic Officers are employed by municipalities and the Public Service.

The other careers found in municipalities/Town Councils:

- **Animal Controller:** To manage animal control activities in towns; issuing of animal licences; follow up all public complaints regarding animal control.
  - **Garbage Collector:** Responsible for refuse removal from households, streets, parks and office buildings.
  - **Cemetery Administrator:** Responsible for the management and administration of the various cemeteries in the specific town or city.
  - **Sewerage Disposal Works Manager:** Responsible for the effective operation and maintenance of the sewerage disposal works in order to ensure adequate purification at all times.
- **PUBLIC SERVICE INCLUDING DEFENCE FORCE, POLICE AND PRISONS, CAREERS IN... APPOINTMENT INTO ENTRY POSTS**

Any job category in the Public Service starts at entry level and incumbents are normally recruited from within and outside the Public Service. Appointment requirements differ from job category to job category. The appointment requirements for posts on operational level are normally a NSSC Grade 12 or equivalent certificate with a minimum of 20 points, with or without appropriate experience. Registration with professional bodies is required for appointment in professional job categories.

## **APPOINTMENT INTO PROMOTION POSTS**

The same appointment requirements also apply to posts on promotion and supervisory levels with an additional tertiary qualification, with or without appropriate experience. Promotion posts are usually first advertised in internal vacancy circulars and if no suitable candidates are available, then the post is advertised in the media. Appropriate experience is an essential requirement on this level. The above appointment requirements are subject to change.

What follows is an extensive list of all the careers available in the public service. Most of these careers, in some form or another, have been discussed in the preceding chapters. Only job categories are indicated and not post designations (ranks) within the specific job categories. A typical job hierarchy for a specific job category would, for example, entail the following post designations:



*Accounts Assistant*

*Accountant*

*Senior Accountant*

*Chief Accountant*

**JOB CATEGORIES IN THE PUBLIC SERVICE: See National Qualification framework (NQF) at the back of this book.**

<i>JOB CATEGORY</i>	APPOINTMENT REQUIREMENTS
<i>ACCOUNTANT</i>	A three year tertiary qualification NQF level 6 majoring in Accounting
<i>AERONAUTICAL INFORMATION OFFICER</i>	A Grade 12 (or equivalent) Certificate plus the passing of an appropriate training course.
<i>AGRICULTURAL ECONOMIST</i>	An appropriate four year B. or B.Hons degree (NQF level 7) (or equivalent qualification).
<i>AGRICULTURAL EXTENSION OFFICER</i>	An appropriate four year B.or B.Hons degree (or equivalent qualification).
<i>AGRICULTURAL EXTENSION TECHNICIAN</i>	An appropriate National Diploma for Technicians (or equivalent qualification).
<i>AGRICULTURAL INSPECTOR</i>	A Grade 12 (or equivalent) Certificate with Agricultural subjects
<i>AGRICULTURAL OFFICE</i>	A Grade 12 (or equivalent) Certificate with appropriate subjects for admission to the relevant diploma course.
<i>AGRICULTURAL PRODUCT STANDARD TECHNICIAN</i>	An appropriate National Diploma for Technicians (or equivalent qualification).
<i>AGRICULTURAL RESEARCH TECHNICIAN</i>	An appropriate National Diploma for Technician

<i>AGRICULTURAL RESEARCHER</i>	An appropriate four year B.or B.Hons degree (or equivalent qualification).
<i>AIR TRAFFIC CONTROLLER</i>	Grade 12 plus valid Air Traffic Services Licences and Ratings
<i>AIRCRAFT ACCIDENT INVESTIGATOR</i>	A B.Sc Degree in Aeronautical Engineering or equivalent qualification plus completion of appropriate training courses.

<i>AIRCRAFT MAINTENANCE ENGINEER</i>	An aircraft maintenance licence endorsed for the relevant groups or type ratings under any of the following categories: A and C, or B or D.
<i>AIRPORT FOREMAN</i>	Posts are filled out of the ranks of Operator Driver Grade 1B L2, Handyman Grade 1B L3, Caretaker Grade 1B L2
<i>AIRPORT INFORMATION OFFICER</i>	A Grade 10 (or equivalent) Certificate (regular or practical), plus 18 years of age and the passing of a departmental aptitude test.
<i>AIRWORTHINESS INSPECTOR</i>	An appropriate National Diploma for Technicians (or equivalent qualification) plus additional licence.
<i>AMBULANCE OFFICER</i>	A Grade 10 (or equivalent) Certificate PLUS a valid Code 09 Driver's Licence.
<i>ANALYST PROGRAMMER</i>	A three year tertiary qualification in programming
<i>ANIMAL HEALTH TECHNICIAN</i>	A three year National Diploma in Agriculture or equivalent qualification
<i>ARCHITECT</i>	Registration with the Namibian Council for Architects and Quantity Surveyors a Professional Architect
<i>ARCHITECT DRAUGHTSMAN</i>	An appropriate National Diploma for Technicians (or equivalent qualification).
<i>ARCHIVIST</i>	An appropriate three year B. degree (or equivalent qualification).
<i>ARTISAN</i>	Completed apprenticeship OR a Trade Diploma issued in terms of existing legislation

<i>ARTIST</i>	An appropriate National Diploma for Technicians (or equivalent qualification).
<i>AUDIT CLERK</i>	A Grade 12 (or equivalent) Certificate.
<i>AUDITOR</i>	An appropriate three year B. degree (or equivalent qualification) plus three years appropriate experience
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<i>AVIATION ELECTRONICIAN</i>	An appropriate National Diploma for Technicians (or equivalent qualification). The successful completion of the prescribed ministerial course or Airline Transport Pilot's Licence PLUS A Flight Instructor's Rank (Multi- Engine Aeroplane) Grade II or I and/or another specialisation pilot's qualification. Candidates must be at least 23 years old but not older than 45 years.
<i>AVIATION INSPECTOR</i>	A Grade 12 (or equivalent) Certificate PLUS a Senior Commercial Pilot's Licence or Airline Transport Pilot's Licence PLUS a Flight Instructor's Rank (multi-engine aero plane) Grade II and I and/or another specialisation pilot's qualification. Note:  Candidates must be at least 23 years old but not older than <u>45</u> years.
<i>BAKER</i>	Appropriate training or five years appropriate experience.
<i>BOILER OPERATOR</i>	None
<i>BUTCHER</i>	Appropriate training or five years appropriate experience.
<i>CABIN ATTENDANT</i>	A Grade 12 (or equivalent) Certificate plus training as an Air Hostess at an International Airline.
<i>CARETAKER</i>	Must be able to read and write and be selected by the Office/ Ministry/Agency.
<i>CARTOGRAPHER</i>	A three year tertiary qualification in Cartography or Geology with specialisation in Cartography.
<i>CATERING OFFICER</i>	An appropriate B. degree (or equivalent qualification) with Dietetics and/or Food Microbiology or Food and Feeding, or

	Food Management as major subjects.
<i>CHEF</i>	Appropriate training or five years appropriate experience
<i>CHILD CARE OFFICER</i>	A Grade 10 (or equivalent) Certificate PLUS the completion of a psychometric test at the Ministry of Labour and Social Welfare.
<i>CHILDREN'S HOME SUPERINTENDENT</i>	An appropriate B. degree (or equivalent qualification) plus the completion of a psychometric test at the Ministry of Labour.
<i>CLEANER</i>	None.
<i>CLERICAL ASSISTANT</i>	A Grade 10 (or equivalent) Certificate.

<i>CLERK</i>	A Grade 12 (or equivalent) Certificate.
<i>CLINICAL TECHNOLOGIST</i>	A National Diploma in Clinical Technology (or equivalent qualification).
<i>COMMUNITY ACTIVATOR</i>	A Grade 10 (or equivalent Certificate
<i>COMMUNITY LIAISON OFFICER</i>	An appropriate three year tertiary qualification
<i>COMPUTER TECHNICIAN</i>	A two year tertiary qualification in Information Technology
<i>CONCILIATOR/ARBITRATOR</i>	An appropriate B. Degree on NQF Level 7 (or equivalent qualification) with bias in Labour Law (conciliation and arbitration); OR any B. Degree on NQF Level 7 (or equivalent qualification) plus a qualification in Conciliation and Arbitration PLUS three years appropriate experience in the field of labour and employment; PLUS appointment as Conciliator/Arbitrator by the Minister of Labour and Social Welfare on a fulltime basis in terms of Sections 82(1) and/or 85(3) of the Labour Act, 2007 (Act No 11 of 2007).
<i>CONCRETE WORKER</i>	Ministerial test at the Ministry of Works and Transport
<i>CONSERVATION SCIENTIST</i>	An appropriate four year B.or B.Hons degree (or equivalent qualification).
<i>COOK</i>	None.
<i>COOPERATIVE OFFICER</i>	An appropriate three year B. degree
<i>CULTURE OFFICER</i>	An appropriate three year B. degree (or equivalent qualification).
<i>CURATOR</i>	A three year B.Degree (or equivalent qualification)
<i>CUSTOMS AND EXCISE OFFICER</i>	A Grade 12 (or equivalent) Certificate OR An appropriate three year B. degree (or equivalent qualification).

<i>DARKROOM ASSISTANT</i>	None.
<i>DATA TYPIST</i>	The passing of a typing test. Note: The typing test is to be conducted by the Head of the Personnel Component (or any other staff member authorised by him/her) of each o/m/a. The typing test for the job category Typist is applicable.
<i>DECK OFFICER</i>	Certificate of Competence as prescribed by law.
<i>DEEDS EXAMINER</i>	A Grade 12 (or equivalent) Certificate.
<i>DENTAL ASSISTANT</i>	A Grade 10 (or equivalent) Certificate.
<i>DENTAL TECHNICIAN</i>	An appropriate National Diploma for Technicians (or equivalent qualification).



<i>DENTAL THERAPIST</i>	Registration as Dental Therapist
<i>DENTIST</i>	Registration as Dentist or conditional (restricted) registration as dentist plus selection by the selection committee.
<i>DEVELOPMENT PLANNER</i>	An appropriate three year tertiary qualification)
<i>DIAMOND INSPECTOR</i>	A Grade 12 (or equivalent ) Certificate
<i>DIETICIAN</i>	Registration as a dietician
<i>DRAUGHTSMAN ASSISTANT</i>	A Grade 10 (or equivalent) Certificate
<i>DRILLER</i>	A grade 8 (or equivalent) Certificate
<i>DRIVER</i>	A valid driver's licence
<i>ECONOMIC POLICY ADVISOR</i>	An appropriate three year tertiary qualification
<i>ECONOMIST</i>	An appropriate three year B-degree (or equivalent qualification)
<i>EEG/ECG TECHNICAL ASSISTANT</i>	A grade 12 (or equivalent ) Certificate
<i>EFFICIENCY ANALYST</i>	An appropriate three year B-degree (or equivalent qualification) plus three years appropriate experience
<i>EMPLOYMENT OFFICER</i>	A grade 12 (or equivalent ) Certificate plus three years appropriate experience or an appropriate three year qualification
<i>ENERGY RESEARCHER</i>	An appropriate three year tertiary qualification
<i>ENGINE ROOM ATTENDANT</i>	None
<i>ENGINEER</i>	Registration as a Professional Engineer/ Incorporated Engineer with the Engineering Council of Namibia
<i>ENGINEER OFFICER</i>	Certificate of Competence as prescribed by law
<i>ENGINEERING</i>	An appropriate National Diploma for Technicians (or equivalent

<i>DRAUGHTSMAN</i>	qualification)
<i>ENGINEERING TECHNICIAN</i>	An appropriate National Diploma for Technicians (or equivalent qualification) or registration as an Engineering Technician at the Engineering Council of Namibia
<i>ENROLLED NURSE</i>	Enrolment at the Nursing Council as Enrolled Nurse
<i>ENUMERATOR</i>	A Grade 12 (or equivalent ) Certificate
<i>ENVIRONMENTAL HEALTH ASSISTANT</i>	Appropriate registration
<i>EQUIPMENT ATTENDENT</i>	None

<i>FARM FOREMAN</i>	Two years appropriate farming experience
<i>FINANCIAL INSTITUTIONS CONTROLLER</i>	An appropriate three year B Degree (or equivalent qualification)
<i>FINGER PRINT OFFICER</i>	A Grade 10 certificate (or equivalent) Certificate
<i>FIREMAN</i>	A Grade 10 certificate (or equivalent) Certificate
<i>FISHERIES BIOLOGIST</i>	An appropriate four year B or B Hons. Degree (or equivalent qualification) in one or more of the following directions: Chemistry, Physics, Micro-biology, Physiology, Zoology, Botany, Meteorology, Mathematics, Applied Mathematics, Statistics and Biochemistry.
<i>FISHERIES INSPECTOR</i>	A Grade 12 (or equivalent ) Certificate
<i>FISHERIES RESEARCH TECNICIAN</i>	An appropriate National Diploma for Technicians (or equivalent qualification)
<i>FLIGHT OPERATIONS OFFICER</i>	A Grade 12 (or equivalent) Certificate plus a flight dispatcher licence (or equivalent qualification).
<i>FOREIGN ADMINISTRATION OFFICER</i>	A Grade 12 (or equivalent ) Certificate
<i>FOREIGN ASSISTANT</i>	A Grade 10 (or equivalent ) Certificate
<i>FOREIGN RELATIONS OFFICER</i>	An appropriate three year tertiary qualification plus 3 years appropriate experience or a Grade 12 (or equivalent) Certificate plus six years appropriate experience.
<i>FORENSIC ANALYST</i>	An appropriate three year B-degree (or equivalent qualification) or A National Diploma for technicians.
<i>FOREST GUARD</i>	A Grade 8 (or equivalent ) Certificate
<i>FOREST RANGER</i>	A Grade 12 (or equivalent) Certificate plus a Training Certificate in Forestry
<i>FORESTER</i>	An appropriate four year B or B Hons. Degree (or equivalent

	qualification)
<i>FORESTRY TECHNICIAN</i>	An appropriate National Diploma for Technician (or equivalent qualification)
<i>GEOCHEMIST</i>	An appropriate three year B. degree (or equivalent qualification)
<i>GEOLOGIST</i>	An appropriate three year B. degree (or equivalent qualification)
<i>GEOPHYSIST</i>	An appropriate three year B. degree (or equivalent qualification)
<i>GEOTECHNICIAN</i>	An appropriate National Diploma for Technicians (or equivalent qualification)

<i>GEOTECHNOLOGIST</i>	An appropriate Master's degree in Technology (or equivalent qualification) or registration as a Technician Engineer
<i>HANDYMAN</i>	A Grade 10 (or equivalent) Certificate or three years appropriate experience
<i>HEALTH INSPECTOR</i>	Registration as Health Inspector or furnishing of proof that the requirements as prescribed by the Council are complied with
<i>HEALTH ASSISTANT</i>	A Grade 10 (or equivalent) Certificate
<i>HEALTH PROGRAMME OFFICER</i>	An appropriate four year tertiary qualification
<i>HORTICULTURIST</i>	An appropriate National Diploma for Technicians (or equivalent qualification)
<i>HOSTEL MATRON</i>	None
<i>HOUSEKEEPER</i>	None
<i>HOUSEMOTHER</i>	None
<i>HUMAN RESOURCES PRACTITIONER</i>	An appropriate three year tertiary qualification majoring in human resources
<i>HUMAN RESOURCES SYSTEMS ANALYST</i>	An appropriate B.Degree or equivalent qualification plus 3 years appropriate experience
<i>HYDROLOGICAL TECHNICIAN</i>	An appropriate National Diploma for Technicians (or equivalent qualification)
<i>HYDROLOGIST</i>	An appropriate three year degree (or equivalent qualification)
<i>IMMIGRATION OFFICER</i>	A Grade 12 (or equivalent) Certificate or a B. Degree (or equivalent qualification)
<i>IMPLEMENT OPERATOR</i>	None

<i>INFORMATION OFFICER</i>	<p>An appropriate three year B. degree (or equivalent qualification)</p> <p>A Grade 12 (or equivalent Certificate plus 3 years appropriate experience.</p>
<i>INSPECTOR: ACCOMMODATION ESTABLISHMENT</i>	<p>A Diploma in Hotel or Restaurant Management or 5 years appropriate experience.</p>
<i>INSPECTOR: CONSTRUCTION MACHINERY</i>	<p>A Grade 10 (or equivalent) Certificate Plus five years appropriate experience or ten years experience as an Operator / Foreman plus the passing of the prescribed departmental training programme.</p>

<i>INSPECTOR: EXPLOSIVES</i>	A Grade 12 (or equivalent) Certificate
<i>INSPECTOR: INDUSTRIES</i>	An appropriate National Diploma for Technicians (or equivalent qualification) with appropriate subjects. Note: Staff members not in possession of a valid driver's licence must obtain it within six months after appointment. Failure to do so would result in termination of probation. Such staff members must be dealt with according to PSSR B. V/9.
<i>INSPECTOR: MINES/ PETROLEUM AFFAIRS</i>	An appropriate four year B. degree (or equivalent qualification) in Mining Engineering or Registration as a Professional Engineer or a Mine Manager Certificate for Competence in Metal Carrier or Coal Mines plus a valid Red Card.
<i>INSPECTOR: MINING MACHINERY</i>	A Higher National Diploma for Technicians in Mechanical or Elect technical Engineering (or equivalent qualification) plus a valid Red Card or an appropriate National Technical Diploma plus a completed apprenticeship in an appropriate direction for admission to the examination for the Certificate of Competence plus a valid Red Card.
<i>INSPECTOR: OCCUPATIONAL SAFETY MACHINERY</i>	An appropriate Higher National Diploma for Technicians (or equivalent qualification) in Mechanical or Electro technical Engineering (or equivalent qualification)
<i>INSTITUTION SUPERVISOR</i>	None
<i>INSTITUTION WORKER</i>	None
<i>INTERNAL AUDITOR</i>	An appropriate three year tertiary qualification plus 3 years appropriate experience.
<i>INTERPRETER</i>	Able to speak, read and write English and at least two indigenous languages plus strict selection by the Permanent Secretary.

<i>INVESTIGATING OFFICER</i>	An appropriate three-year tertiary qualification plus six years relevant experience; OR a Grade 12 Certificate plus nine years appropriate experience that focuses on the areas of investigative work, forensic investigation, law enforcement, legal research, auditing, information technology (IT) or compliance with relevant laws.
<i>KITCHEN SUPERVISOR</i>	None
<i>LABORATORY ASSISTANT</i>	Grade 10 (or equivalent ) Certificate



<i>LABOUR RELATIONS OFFICER</i>	Grade 12 (or equivalent) Certificate plus three years appropriate experience or an appropriate B degree (or equivalent qualification)
<i>LABOURER</i>	None
<i>LAND APPRAISER</i>	A Grade 12 (or equivalent ) Certificate plus one year Agricultural Diploma plus two years appropriate experience or a Grade 12 (or equivalent ) Certificate or two year Agricultural Diploma plus 1 year appropriate experience
<i>LANGUAGE PRACTITIONER</i>	An appropriate three year B. degree (or equivalent qualification)
<i>LAUNDRY SUPERINTENDENT</i>	A Grade 10 (or equivalent) Certificate plus successful completion of a two year training course.
<i>LAUNDRY SUPERVISOR</i>	None
<i>LEGAL CLERK</i>	A Grade 12 (or equivalent ) Certificate
<i>LEGAL OFFICER</i>	An appropriate three year legal qualification
<i>LIAISON OFFICER</i>	An appropriate three year degree (or equivalent qualification)
<i>LIBRARIAN</i>	A three year B. Degree qualification (or equivalent qualification)
<i>LIBRARY ASSISTANT</i>	A Grade 12 (or equivalent) Certificate
<i>LITHOGRAPHIC OPERATOR</i>	A Grade 10 (or equivalent) Certificate
<i>MARINE SUPERINTENDENT</i>	A valid deck Officer Class 4 Certificate or a valid Engineering Officer Class 2 Certificate
<i>MEDIA OFFICER</i>	A three-year tertiary qualification in journalism.
<i>MEDICAL NATURAL SCIENTIST</i>	An appropriate four year B. degree or B Hons. Degree in Natural Science (or equivalent qualification) or a B.V.Sc Degree.
	Registration as medical practitioner OR Conditional (restricted)

<i>MEDICAL OFFICER</i>	registration as medical practitioner plus selection by the Selection Committee.
<i>MEDICAL PHYSICIST</i>	An appropriate B. Hons degree (or equivalent qualification) plus two years internship.
<i>MEDICAL REHABILITATION ASSISTANT</i>	A Certificate issued in terms of appropriate legislation
<i>MEDICAL SUPERINTENDENT</i>	Registration as medical practitioner
<i>MEDICAL TECHNICIAN</i>	Registration as Medical Technician
<i>MEDICAL TECHNOLOGIST</i>	Registration as Medical Technologist

<i>MESSENGER</i>	None
<i>METEOROLOGICAL OBSERVER</i>	Grade 12 (or equivalent) Certificate plus the successful completion of an internal course, or a B. degree (or equivalent) plus a successful completion of an internal course.
<i>METEOROLOGICAL TECHNICIAN</i>	WMO Class II Certificate
<i>METEOROLOGIST</i>	WMO class I Certificate
<i>MINE SURVEYOR</i>	A four year B.Sc Degree in Mine Surveying plus 2 years appropriate experience
<i>MINERAL ECONOMIST</i>	An appropriate four year B. degree or B. Hons degree (or equivalent qualification)
<i>MINERAL RESEARCHER</i>	An appropriate three year B Degree ( or equivalent qualification)
<i>MINERAL RIGHTS OFFICER</i>	Grade 12 (or equivalent) Certificate
<i>MINISTERIAL DRIVER</i>	A valid Driver's Licence plus selection.
<i>MORTUARY ASSISTANT</i>	A Grade 10 (or equivalent) Certificate plus satisfactory completion of the appropriate internal functional training course
<i>MUSEUM TECHNICIAN</i>	An appropriate National Diploma for Technicians (or equivalent qualification)
<i>NURSING ASSISTANT</i>	Enrolment as at the Namibia Nursing Council as a Nursing Assistant
<i>OCCUPATIONAL THERAPIST</i>	Registration as an Occupational Therapist
<i>OCCUPATIONAL THERAPIST ASSISTANT</i>	Departmental Examination
<i>OPERATOR – DRIVER</i>	Valid Driver's Licence
<i>OPTOMETRIST</i>	Registration as an Optometrist
<i>ORAL HYGIENIST</i>	Registration as an Oral Hygienist

<i>ORTHOTIST / PROTHETIST</i>	Registration as Orthotics / Prosthetics at SAMDC
<i>OUTDOOR OFFICER</i>	A Grade 10 (or equivalent ) Certificate
<i>PARLIAMENTARY CLERK</i>	A Grade 12 (or equivalent) Certificate plus 6 years appropriate experience or an appropriate three year B. degree (or equivalent qualification) plus four years appropriate experience
<i>PERSONAL ASSISTANT</i>	A three year qualification
<i>PHARMACIST</i>	Registration as Pharmacist
<i>PHARMACIST ASSISTANT</i>	Appropriate registration.

<i>PHOTOGRAPHER</i>	A Grade 10 (or equivalent ) Certificate plus 3 years appropriate experience or a Grade 12 ( or equivalent) Certificate plus one year appropriate experience
<i>PHYSIOTHERAPIST</i>	Registration as a Physiotherapist
<i>PILOT</i>	A Commercial Pilot's Licence plus Night Rating
<i>POLICY ANALYST</i>	An appropriate three year B. degree (or equivalent qualification) plus three years appropriate experience
<i>PORTER</i>	A Grade 8 (or equivalent) Certificate
<i>PRIVATE SECRETARY</i>	A Grade 12 (or equivalent ) Certificate plus one year typing and/or appropriate experience or a National Certificate for Private Secretaries (or equivalent qualification)
<i>PSYCHOLOGICAL COUNSELLOR</i>	Registration as a Psychological Counsellor with
<i>PSYCHOLOGIST</i>	Registration as Psychologist
<i>PUBLIC EDUCATION AND CORRUPTION PREVENTION OFFICER</i>	An appropriate three-year tertiary qualification in public relations, communications, education or accounting or any field related to any of the abovementioned plus six years appropriate experience.
<i>QUALITY ASSURANCE OFFICER</i>	An appropriate Aeronautical qualification or an Aircraft Maintenance Engineers Licence in Cat A and C or X plus the successful completion of the Quality Auditing Course plus the Aviation Safety Certificate
<i>QUANTITY SURVEYOR</i>	Registration as Quantity Surveyor
<i>RADAR OPERATOR</i>	A Grade 12 (or equivalent) Certificate plus a Ministerial Training Course
<i>RADIATION PHYSICIST</i>	An appropriate B.Hons Degree (or equivalent qualification) plus two years internship

<i>RADIO ATTENDANT</i>	None
<i>RADIO TECHNICIAN</i>	An appropriate National Diploma for Technicians (or equivalent qualification)
<i>RADIOGRAPHER</i>	Registration as Radiographer
<i>RADIOGRAPHIC ASSISTANT</i>	A Grade 10 (or equivalent ) Certificate
<i>RECORD CLERK</i>	A Grade 10 (or equivalent ) Certificate
<i>REGISTERED NURSE, MEDICAL ASSISTANT/ CLINICAL OFFICER</i>	Registration as Registered Nurse at the Nursing Council
<i>REGISTRY CLERK</i>	A Grade 10 (or equivalent ) Certificate
<i>REHABILITATION INSTRUCTOR</i>	Certificate in Rehabilitation
<i>REHABILITAION OFFICER</i>	An appropriate three year B degree (or equivalent )

<i>RESORTS ASSISTANT</i>	A Grade 10 (or equivalent ) Certificate
<i>RESORTS OFFICER</i>	A Grade 12 (or equivalent) Certificate
<i>RESTAURATEUR</i>	A Diploma in Hotel or Restaurant Management or 5 years appropriate experience
<i>ROAD TRANSPORTATION INSPECTOR</i>	A Grade 12 (or equivalent ) Certificate PLUS 4 years appropriate experience
<i>ROADS FOREMAN</i>	Vacancies are filled out of the ranks of the roads personnel
<i>ROADS SUPERINTENDENT</i>	A Grade 8 (or equivalent ) Certificate plus appropriate experience and selection for suitable training plus successful completion of the prescribed departmental training course
<i>RURAL DEVELOPMENT OFFICER</i>	An appropriate three year B. degree (or equivalent qualification)
<i>RURAL WATER EXTENSION OFFICER</i>	A Grade 12 (or equivalent ) Certificate
<i>SALES ASSISTANT</i>	None
<i>SCHOOL SECRETARY</i>	A Grade 12 (or equivalent ) Certificate
<i>SCIENCE AND TECHNOLOGY OFFICER</i>	A recognized four year B degree (or equivalent qualification)
<i>SCOUT/RANGER</i>	Six years experience
<i>SEA MAN</i>	Three years experience as Seaman
<i>SECURITY ORDERLY</i>	A Grade 8 (or equivalent) Certificate plus either military police or prison service training plus two years appropriate training or a Grade 10 (or equivalent) Certificate plus either military police or prison service training. Or any other appropriate training and two years appropriate experience plus successful completion of the prescribed in-service training.
<i>SEWING/LAUNDRY ASSISTANT</i>	None
<i>SHIP SURVEYOR</i>	A four year B.Degree in Mechanical Engineering plus 2 years appropriate experience

<i>SHIP'S COOK</i>	None
<i>SOCIAL WORKER</i>	Registration as a Social Worker with HPCNA
<i>SOIL CONSERVATION TECHNICIAN</i>	An appropriate National Diploma for Technicians (or equivalent qualification)
<i>SPECIALIST</i>	Registration as a Specialist
<i>SPEECH THERAPIST</i>	Registration as a Speech Therapist
<i>SPORT OFFICER</i>	An appropriate three year B degree (or equivalent qualification)
<i>STANDARDS OFFICER</i>	An appropriate three year B degree (or equivalent qualification)
<i>STATISTICAL CLERK</i>	A Grade 12 (or equivalent) Certificate
<i>STATISTITIAN</i>	An appropriate three year B degree or equivalent qualification



<i>STATISTITIAN ASSISTANT</i>	A Grade 12 (or equivalent) Certificate with appropriate subjects plus one year experience
<i>STOCK INSPECTION ASSISTANT</i>	The ability to read and write. Basic knowledge of stock farming to satisfaction of Ministry.
<i>SURVEY TECHNICIAN</i>	An appropriate National Diploma for Technicians (or equivalent qualification)
<i>SURVEYOR</i>	Registration as a Surveyor
<i>SWITCHBOARD OPERATOR</i>	None
<i>SYSTEM ADMINISTRATOR</i>	A four year tertiary qualification in Information Technology
<i>SYSTEM ANALYST</i>	A four year tertiary qualification in System Design
<i>TAXATION OFFICER</i>	A Grade 12 (or equivalent) Certificate, an appropriate 3 year B degree(or equivalent)
<i>TECHNICAL ASSISTANT</i>	A Grade 10 (or equivalent) Certificate
<i>TOURISM OFFICER</i>	A Grade 12 (or equivalent) Certificate
<i>TOWN AND REGIONAL PLANNER</i>	Registration as Town and Regional Planner
<i>TOWN AND REGIONAL</i>	An appropriate National Diploma for Technicians (or equivalent

<i>PLANNER DRAUGHTSMAN</i>	qualification)
<i>TOWN FOREMAN</i>	A Grade 10 (or equivalent) Certificate plus 8 years appropriate experience or a Grade 12 (or equivalent) Certificate plus six years appropriate experience
<i>TRADE INSPECTOR</i>	A Grade 12 (or equivalent) Certificate with business and/or law subjects
<i>TRADE METROLOGIST</i>	An appropriate National Diploma for Technicians (or equivalent qualification)
<i>TRADE PROMOTION OFFICER</i>	An appropriate three year tertiary qualification plus 3 years appropriate experience a Grade 12 (or equivalent) certificate plus 6 years appropriate experience
<i>TRAINING OFFICER</i>	An appropriate three year B degree (or equivalent qualification) plus three years appropriate experience
<i>TYPIST</i>	A Grade 10 (or equivalent) Certificate plus the passing of a typing test
<i>VALUER</i>	B Degree in Estate Management, Land Valuation , Land Economy or Land Management



<i>VALUER TECHNICIAN</i>	Diploma in Land Management
<i>VETERINARIAN</i>	B. V.Sc degree or equivalent qualification which is recognized by the Council for Veterinary and Para-veterinary Occupations.
<i>VETERINARY DIGNOSTICIAN</i>	B. V.Sc degree (or equivalent qualification which is recognized by the Council for Veterinary and Para-veterinary Occupations.
<i>VETERINARY HYGIENE INSPECTION ASSISTANT</i>	Grade 12 certificate (or equivalent)
<i>VETERINARY HYGIENE INSPECTOR</i>	An appropriate National Diploma for Technicians (or equivalent qualification)
<i>VETERINARY TECHNICIAN</i>	An appropriate National Diploma for Technicians (or equivalent qualification)
<i>WAITER</i>	None
<i>WARDEN</i>	A National Diploma in Nature Conservation (or equivalent qualification)
<i>WATER WORKS ASSISTANT</i>	The staff member must comply to the requirements as laid down by the ministries, offices and agencies
<i>WATER WORKS OFFICER</i>	Certificate in Water Purification or a Water Works Officer Certificate
<i>WELFARE OFFICER</i>	A Grade 10 (or equivalent) Certificate plus a 2 year certificate in Social Welfare Work (or equivalent qualification)
<i>WORKHAND</i>	None
<i>WORK'S INSPECTOR</i>	An appropriate National Diploma for Technicians (or equivalent qualification)
<i>YOUTH OFFICER</i>	An appropriate three year B. degree (or equivalent qualification)



## **NAMIBIAN DEFENCE FORCE (NDF), CAREERS IN THE...**

*The Namibian Defence Force (NDF) was established in terms of Constitution of the Republic of Namibia. The NDF is comprised of the Army, Air force and Navy.*

### **JOB CHARACTERISTICS**

#### **The Mission of the NDF is to:**

- Guarantee Namibia's territorial integrity by guarding against external attack, conventional or unconventional.
- Help prevent violations of Namibia's land, sea and airspace. Operate effectively in support of the civil authorities if required.
- Undertake peacetime operations in support of the civil ministries (for example to help combat economic threats), to assist the civil community as required and to meet other defence commitments as they arise.
- Provide challenge and opportunity for employees, utilising and enhancing their skills, abilities and creativity.
- Develop a defence organisation with which the people of Namibia will identify and in which they will take pride.
- Operate safely and with respect for the environment.

### **REQUIREMENTS**

#### **Secondary Education**

All recruits must be between the age of 18 and 25 years. In exceptional cases when older recruits with specialist or technical qualifications are needed, the age limit is 40 years. The minimum secondary education requirement for seamen in the maritime wing is a Grade 12 certificate or equivalent qualification.

For officers in the maritime wing a Grade 12 or equivalent qualification (University graduates preferably), is the minimum requirement. Good marks in Mathematics, Physics, Geography and English are expected from both the seamen and officers. The candidates must also pass a physical test, namely: running 2200m in 12 minutes and swim 50m in 2 minutes and 10 seconds. Soldiers in the army must possess an NSSC Grade 12 or equivalent qualification and pass an English language test. Officers must possess an NSSC Grade 12 or equivalent qualification, as well as pass an English language test. They must also pass the Officer Selection Board and thereafter, the Officer Cadet Training course.

Airmen in the air wing must possess an NSSC Grade 12 or equivalent qualification or a Grade 10 with technical training (Electronics, Electrical, Mechanical, etc.). They must pass the Flying Fitness test according to international standards. Officers in the air wing must possess an NSSC Grade 12 or equivalent qualification, with passes in Mathematics, Physical Science and Geography. University qualifications in Engineering (Electronics, Electrical and Mechanical) or an Aeronautical Engineering qualification is required.

#### **Tertiary Education**

The NDF offers different training courses to its members. It is preferable for officers to be University graduates.

The University of Namibia offers degree courses in the following to NDF employees: Bachelor of Science (Honors) Military Science Aeronautical, Army and Nautical)

Candidates must be approved by the Ministry of Defence to enrol for these courses.

## **PERSONAL REQUIREMENTS**

Candidates must be Namibian citizens and must be between the ages of 18 and 25, with minimum Grade 12 with 25 points. However, they consider people with the highest points per given recruitment. Candidates must be medically fit and have no criminal record.

## **WORK OPPORTUNITIES**

Work opportunities exist with the Ministry of Defence.

## ***NAMIBIA POLICE FORCE SERVICE, CAREERS IN...***

*The functions of the Namibian Police are: the prevention of crime, investigation of any offence or alleged offence, the preservation of the internal security of Namibia, maintenance of law and order and the protection of life and property.*

## **REQUIREMENTS**

### **General Requirements:**

- Candidates must be in possession of Grade 12 with at least 25 points and minimum E symbol in English or equivalent or higher qualification.
- A candidate should be between 18 and 25 years of age (A maximum age is not applicable to candidates with tertiary qualifications. Candidates must be free of any physical or mental defects, disease or infirmity and submit themselves for medical tests.
- Have proof of Namibian citizenship, such as an ID and birth certificate.
- Female applicants must undergo a pregnancy test
- Pass English proficiency test and other relevant psychometric test.
- Be free from any criminal record.

Applications can be forwarded to the Inspector General at the nearest police station. People may enrol at the Polytechnic of Namibia, for Police Science Training in order to enhance their chances of being recruited by the NAMPOL. To be accepted at the Namibian University of Science and Technology (NUST) of Namibia for the Bachelor in Criminal Justice (policing) students must have passed at least 5 subjects at NSSC or equivalent level, with a minimum of 25 points on the NUST point evaluation scale.

### **Tertiary Education**

Training is offered at the Ondangwa Training Centre and Pius Joseph Kaunda Training Centre, Gobabis for six months to successful candidates. Police officers who have completed the basic training course are also trained on-the-job by superiors and field training officers. Specialised, advanced courses are also presented at the Patrick Iyambo Training College in Windhoek from time to time to ensure that members receive specialised training to cope with the increasingly changing demands of modern policing.

### **Units in the Namibian Police Force and their functions.**

#### **Anti-Stock Theft Unit**

- Investigate stock theft related matters

#### **Air Wing Division:**

- It provides the necessary air support to the operations of the Force.

#### **Complaints and Discipline Unit**

- Investigating all allegations of misconduct or ill execution of official duties on the part of police officers.

#### **Criminal-Investigation Department (CID)**



- Investigating all crimes reported at the police station.
- Preparing case dockets for the court, apprehending criminals and tracing of witnesses.

### **Criminal Record Centre**

- Finger prints (classifying and identification)
- Providing evidence of a previous conviction for court purposes
- Issuing of Certificates of Conduct
- Providing clearance for employment applications
- Giving evidence in court on denial of previous convictions

### **Dog Unit**

- Checking security on buildings and areas where explosives may be placed.
- Tracing drugs with the aid of drug-sniffer dogs.
- Using patrol dogs to control crowds.

## **Drug Law Enforcement Unit**

- Investigate, combating, and prevention of offences related to abuse of dependency producing substances.
- Enforce the Rehabilitation Centres Act 41/1971
- Enforce the Liquor Act 6/1998.
- Enforce Casino and Gambling House Act 32/1994

## **Explosives Unit**

- Enforcing the Explosives Act.
- Tracing and defusing any explosives which may be used unlawfully.
- Securing buildings for visits by VIP's.

## **Force Policy and Planning Division:**

- It researches, designs, formulate, and monitor the various policy instruments of the Force.

## **Forensic Institute:**

- Deals with all the forensic investigations and analysis of high profile nature.

## **Interpol:**

This Unit falls under the direct command of the Commissioner: Criminal Investigation Department.

## **Duties and Responsibilities**

- Communicate with countries abroad regarding crime at international level.
- Receive and deal with all Interpol enquiries.
- Filing and diffusion of circulars received from Interpol.
- Providing Interpol with statistics as instructed.
- Dealing with enquiries from Namibia and abroad.
- Dealing with immigration regarding deportation of foreign wanted criminals.
- Attend from time to time, meetings/conferences abroad.

Assist in identification of unidentified bodies of foreigners.

- Diffusion of circulars to these authorities entitled to receive such.

## **Motor Vehicle Theft Investigation Unit**

- Investigating motor-vehicle theft. Most of these crimes are committed by crime syndicates. Those working at this unit should have some previous criminal-investigative skills.
- Checking motor vehicles and providing clearances as to whether vehicles are stolen or not

## **Protected Resources Unit**

- Enforcing the laws with relation to Namibia's protected resources. The Mining Act, Nature Conservation Act, acts pertaining to various minerals and gemstones, etc. fall under the jurisdiction of this unit. These too are highly experienced professionals who constantly operate under dangerous and strenuous circumstances.

## **Scene-of-Crime Unit**

- Visiting scenes of crime as speedily as possible.
- Conducting expert investigations at these scenes.
- Searching scenes for physical clues such as finger/palm/foot prints, blood, hair, etc.
- Photographing scenes.
- Drawing sketches or plans of scenes for later use in courts.

### **Special Field Force Unit**

- Maintaining security at the borders of the territory of the Republic of Namibia.
- Supervising and controlling all border posts by which entrance and exit between Namibia and its neighbouring countries can be made.
- Guarding key national strategic installations

### **Special-Operations Unit**

- Providing security at both national and international events in the country where a security risk is identified.
- Securing the residences of top government officials.

### **Special Reserve Field Force**

- Attending to and controlling all extraordinary emergencies, such as search and rescue operations, which may occur from time to time.

### **VIP Protection Unit**

- Maintaining security of VIP's and protecting the head of state, top government officials, their residences
- and members of the diplomatic corps.

- Providing security at both national and international events in the country where security presents an identified risk.

### **Women- and Child Abuse Unit**

- Promoting the status of women and children through eliminating all forms of negative discrimination.
- Investigating all sex-related offences, while providing a confidential and calm environment for victims who are usually heavily traumatized.
- Ensuring that proper track is kept of known sex offenders and that the modus operandi of these criminals is recorded to eventually enable police to effect a speedy arrest in cases where these crimes occur.
- Investigating incidents of domestic violence and child abuse.

### **Other Units:**

#### **Commercial Branch**

- Investigating all major fraud cases, for example, the issuing of bad cheques and money laundering.
- Investigating complicated fraud cases, for example, syndicate, industrial and tax related fraud.
- Investigating the contravention of company laws.
- Investigating insolvencies.

NB. Police officers who have an aptitude for numbers are generally found here.

### **Head Office**

- Regulating all other units directly or indirectly from this office in Windhoek. This unit is the backbone and core of the Namibian police.
- Handling a substantial deal of police-related activities, like financing, staffing, organising, planning, budgeting, etc.

### **Namibian Police-Training College**

- Training recruits in the different tasks pertaining to police work and also in the manner in which these duties should be executed. Police work is largely learned through a hands-on approach where experience is of paramount importance.
- Providing basic, criminal investigation, management and VIP body-guard training. Drug-Enforcement Unit
- Training in investigating drug related crimes, Liquor Act related crimes, contravention of the Publications Act, especially with relation to pornographic materials and prostitution.
- Training in working undercover to ensure success in their investigations.

### **Nampol Traffic Unit**

- Issuing driver's licences.
- Checking vehicles for roadworthiness.
- Enforcing traffic regulations, escort services and roadblocks.
- Regulating the traffic.

### **Police Public Relations and Liaison**

- Keeping close liaison with the media, both nationally and internationally.
- Improving relations with the community and enhancing the image of the police.
- Solving such problems as lost persons, wanted criminals, unidentified bodies, etc.
- Compiling and distributing crime prevention activities and materials.

### **Serious Crime Unit**

- Investigating serious crimes such as murder and robbery where the perpetrators are unknown. The members of this unit are usually experienced detectives.
- Investigating syndicate-related crimes.

### **The Namibian police also have other units, mainly performing administrative functions namely:**

- The Computer Unit
- Directives Unit
- Personnel Division
- Fin log Unit
- Quartermaster
- Criminal Record Centre (Interpol)
- Crime Statistics Unit
- Garage
- Police Mortuary
- Procurement and Logistics Directorate:

## **PERSONAL REQUIREMENTS**

Prospective candidates should be able to accept discipline, responsibility and work as part of a team. They should demonstrate a willingness to learn, take decisions on their own initiative, show personal integrity, be intelligent, have common sense and to be able use own discretion. They must be tolerant towards people from all cultures and backgrounds.

In the Police Public Relations and Liaison Unit, it is expected of the candidate to be multilingual, and have good communication skills. Members of the Criminal Investigation Unit (detectives) must have a good sense of responsibility and be able to work on own initiative and with minimum supervision.

## **WORK OPPORTUNITIES**

Members of the police force are employed by the Namibian Police.

NB: After training as a Police Officer one can also be employed in private security companies.

## ***PRISONS AND CORRECTIONAL SERVICES, CAREERS IN...***

*The mission of the Namibian Prisons and Correctional Services is to protect all members of society by providing reasonably safe, secure and humane custody of offenders in accordance with universally acceptable standards, while assisting them in their rehabilitation, reforming and social integration as acceptable citizens.*

## **JOB CHARACTERISTICS**

### ***Correctional Officers:***

Correctional officers are categorised into various promotional positions. The entry level is a Correctional

Officer 1 and the highest rank is Deputy Commissioner. Correctional officers are promoted according to their experience, maturity, improved qualification and interpersonal and management skills.

### **Nature of the work:**

A correctional officer I may be assigned to work in units which cater for inmates who have been convicted of a crime and sentenced to serve time in an institution or work in pre-trial detention unit responsible for overseeing individuals who have been arrested and are awaiting trial.

The Correctional Officer I provides for the custody, care and control of offenders in a correctional centre or when conducting external escorts. The primary duties of the Correctional Officer 1 is also to ensure that inmates are orderly and obey rules, monitor the activities and supervise the work assignments of inmates. Maintain security and inmate accountability to prevent disturbances, assaults and escapes. Frequent searches

are carried out on inmates and living units for contraband like weapons, cell phones, drugs, etc, and routinely

inspections on locks, windows bars, grilles, doors and gates for signs of tampering. They are also responsible to inspect all mail and visitors for prohibited items as they enter or exit the institution.

Correctional officers provide custody, care and control of offenders. They are responsible for ensuring that the security and good order of the prison institution is maintained as well as providing direction to and supervision of offenders. These functions are provided on a twenty-four hour operation with rotating shifts.

### **Requirements:**

#### **Minimum appointment requirements:**

The minimum appointment requirement for a Correctional Officer is a NSSC Grade 12 plus the successful completion of a six-month Basic Correctional Service Training course at the Namibian Correctional Service Training College. The appointment is at the discretion of the Commissioner-General in terms of the Prisons Act, 1998 (Act No. 17 of 1998).

#### **Secondary Education**

Possession of a NSSC Grade 12 with at least an E symbol in English is required to become a correctional officer. Candidates should at least be 18 to 26 years old and should not have any previous convictions. Candidates must be in good health for employment and are generally required to meet the formal standards of physical fitness, eyesight and hearing, etc. Good judgment and the ability to think and act quickly are indispensable.

#### ***Training:***

A six-month basis training course is offered to all successful candidates at the Namibian Correctional Service

Training College. The purpose of the basic training is to receive instruction in a number of subjects, including policies, regulations, and operations as well as custody and security procedures.

Specialized correctional officers from other occupations like psychologists, social workers, educationists, pastors, medical personnel, councillors, etc, receive a three-month basic training course aiming at equipping them with the necessary basic skills on how to interact with, and to handle, offenders

### **Tertiary Education**

Appointment of correctional officers to some specific posts such as logistic, middle and higher management posts, workshops, agriculture, etc. depends on them having the necessary tertiary education.

### **Personal requirements:**

A prospective correctional officer must be mentally and physically fit, have good interpersonal and problem solving skills, strong communication (verbal/written) skills, ability to observe and assess behaviours, ability to develop knowledge of the principles of offender management and knowledge of Namibian cultural differences, and be willing to assume duty in any part of the country.

### **Work opportunities:**

The Namibian Correctional Service employs correctional officers as security officers, administrators, programme officers (psychologists or social workers), case management officers, unit managers, medical officers, pharmacists, dieticians, education officers, artisans, agriculture officers, financial officers, clerks, etc. for more details on these occupations, see the relevant sections as well as “Occupational Classes in the Public Service”.

A career in the Namibian Correctional Service is interesting, rewarding and challenging and provides personal job satisfaction to dedicated officers in the Service.

## **4. TRADES**

### **WAYS TO BECOME AN ARTISAN AND DESIGNATED TRADES IN NAMIBIA**

There are different types of training opportunities regarding trades in the Namibian training system:

#### ***Apprenticeship route***

*An apprentice is contracted by an employer by means of an apprentice contract. The apprentice receives theoretical training at a Vocational Training Centre. Practical training is provided at a company under supervision of a qualified artisan.*

#### ***Co-operative route***

*A co-operative trainee is enrolled at a Vocational Training Centre and receives both theoretical and practical training at the centre and further practical training by means of job attachment at a company (if possible).*

#### ***Vocational trainee route***



*A vocational trainee is employed by a registered employer under an employment contract. Theoretical training is provided at a Vocational Training Centre, whereas practical training is provided at a company under supervision of a qualified artisan during productive work.*

*Upon successful completion of the final trade test (after following any of the three routes) the trainee is regarded as a fully-fledged artisan. Designated trades in Namibia are currently the following:*

- **AUTOMOTIVE TRADES**
- **BUILDING AND CONSTRUCTION INDUSTRIES, TRADES IN THE...**
- **ELECTRICAL ENGINEERING TRADES**
- **FOOD AND BEVERAGES INDUSTRY, TRADES IN THE...**
- **JEWELLERY, HAIRDRESSING, TEXTILE AND CLOTHING INDUSTRY TRADES IN THE...**
- **INFORMATION TECHNOLOGY, TRADES IN ...**
- **MECHANICAL ENGINEERING, TRADES...**
- **PRINTING INDUSTRY TRADES IN THE...**

## **AUTOMOTIVE TRADES**

- Autotronics
- Auto Electrician
- Auto Mechanic
- Diesel Mechanic
- Heavy Plant Mechanic
- Lift Mechanic
- Panel-Beater
- Spray-Painter

## **AUTOTRONICS**

*An automotive electronics service technician do have the skills needed to take up positions as qualified artisans within the mining, engineering, building and civil industries with regard to installations, repairs and troubleshooting of electrical systems and equipment for motor vehicles.*

## **JOB CHARACTERISTICS**

- Remove, test, fit and service automobile batteries and mechanical electrical equipment.
- Build basic auto electrical circuits
- Assemble, fit and repair automobile auxiliary harnesses.
- Select and use automobile lifting equipment.
- Construct simple electro-pneumatic/hydraulic circuits.
- Diagnose, test and repair conventional automobile charging and starting systems.
- Service and repair conventional automobile ignition systems.
- Diagnose, service and maintain automobile air-conditioning systems
- Checking the condition of the motor vehicle and engine function with an analyzer test by reading/interpreting test protocols and computer prints in view of possible electrical faults, and remedying the disturbances accordingly.

## **REQUIREMENTS**

### **Secondary Education**

To study in the Autotronics occupation, a candidate should possess at least a Grade 12 or equivalent qualification.

The candidate must be at least 16 years old.

Compulsory subjects: Mathematics, Physical Science and English

Recommended subjects: Technical subjects

### **Tertiary Education**

Full-time training is provided at NIMT.

Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

Self-discipline, caution, accuracy and the ability to think logically are necessary requirements for this work.

A prospective automotive electronics service technician must be mechanically and practically minded.

## **WORK OPPORTUNITIES**

A prospective automotive electronics service technician can be employed in the automotive manufacturing, retailing and automotive repairing industry. Work prospects seem to be favourable.

## ***AUTO ELECTRICIAN***

*An Auto Electrician installs and repairs electrical systems and equipment for motor vehicles.*

## **JOB CHARACTERISTICS**

- Remediating ignition systems as well as repairing and replacing ignition switches, distributors and breaker points, ignition coils, condensers and other components.
- Checking and replacing cables and leads for power distribution, high tension cables for spark plugs and interconnections between different components.
- Dismantling and overhauling starter motors and generators/alternators, checking, cleaning and varnishing

- motor windings, improving insulation, changing bearing and carbon brushes and assembling the motor/generator/alternator parts to a serviceable unit again.
- Checking and replacing fuses, switches, relays and lamp holders, fuse contacts and lamps as well as other instruments in the vehicle dashboard if necessary.
- Replacing electrical window lifters, windshield-wiper motors and electronically operated fuel pumps.
- Checking the condition of cables and contacts and controlling and replacing printed circuit boards in ignition, starter and cruise controls.
- Installing safety alarms to the vehicles, checking and maintaining signal horns and hazard warning lights.
- Assisting in checking the condition of the motor vehicle and engine function with an analyzer test by reading/interpreting test protocols and computer prints in view of possible electrical faults, and remedying the disturbances accordingly.

## **REQUIREMENTS**

### **Secondary Education**

To become an Auto Electrician, a candidate should possess at least a Grade 10 JSC or equivalent qualification.

A higher qualification is, however, recommended. The candidate must be at least 16 years old. Compulsory subjects: Mathematics, Physical Science and English

Recommended subjects: Technical subjects

### **Tertiary Education**

Training is provided via any of the three described routes at a Vocational Training Centre, namely: the apprenticeship opportunity, the co-operative opportunity or the vocational trainee opportunity. NIMT also offers training courses for auto electricians but it is referred to as Autotronics.

Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

Self-discipline, caution, accuracy and the ability to think logically are necessary requirements for this work.

A prospective auto electrician must be mechanically and practically minded.

## **WORK OPPORTUNITIES**

A prospective Auto Electrician can be employed in the automotive manufacturing, retailing and automotive repairing industry. Work prospects seem to be favourable.

## **AUTO MECHANIC**

*An Auto Mechanic is responsible for the maintenance and repair of all parts of all types of motor vehicles.*

## **JOB CHARACTERISTICS**

- Locating the fault and testing the car by driving it for confirmation of the problem.
- Dismantling all the parts requiring attention.
- Repairing or replacing the necessary parts.
- Adjusting the replaced part according to the manufacturer's specifications.
- Testing the repaired vehicles on the road or in the workshop.

## **REQUIREMENT**

### **Secondary Education**

To become an Auto Mechanic, a candidate should be in possession of at least a Grade 10 JSC or equivalent qualification is required however, a higher qualification is recommended. The candidate must be at least 16 years old.

Compulsory subjects: Mathematics, Physical Science and English

### **Tertiary Education**

Training is provided via any of the three described routes at a Vocational Training Centres, namely: the apprenticeship opportunity, the co-operative opportunity or the vocational trainee opportunity. NamWater also offers training courses for Auto Mechanics. In addition, at NIMT it is referred to as Diesel/ Petrol Mechanic.

Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Auto Mechanic should have good mechanical and practical abilities and be accurate in his/her work.

## **WORK OPPORTUNITIES**

Auto Mechanics are employed by workshops, garages and large motor manufacturers. Self-employment is a possibility if sufficient experience has been gained.

## **DIESEL MECHANIC**

*A Diesel Mechanic examines, identifies problems and repairs electrical and mechanical faults in diesel engines of construction machinery or vehicles as well as their maintenance.*

## **JOB CHARACTERISTICS**

- Examining and locating the problem in faulty diesel engines and related equipment.
- Dismantling the engine or machinery completely or partly to remove the defective parts
- Repairing or replacing defective or worn-out parts.
- Safety control and maintenance of fuel tankers.
- Workshop administration.

## **REQUIREMENTS**

### **Secondary Education**

To become a Diesel Mechanic, one must be in possession of at least a Grade 10 JSC or equivalent qualification.

A higher qualification is, however, recommended. The candidate must be at least 16 years old.

Compulsory subjects: Mathematics, Physical Science and English

### **Tertiary Education**

Training is provided via any of the three described routes at a Vocational Training Centre, namely: the apprenticeship opportunity, co-operative opportunity and vocational trainee opportunity in order to obtain a diesel fitter apprenticeship. NIMT, NamWater and TransNamib also offer training in diesel mechanics.

Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate should be practical, accurate, and physically fit and have good eye-hand co-ordination.

## **WORK OPPORTUNITIES**

Diesel Mechanics are employed by workshops, garages and various big companies. Self-employment is a possibility if sufficient experience has been gained.

## **HEAVY-PLANT MECHANIC**

*A Heavy-Plant Mechanic specialises in diagnosing and servicing of faults and repairing of heavy construction machinery used in the construction of dams, highways, mining operations, etc.*

## **JOB CHARACTERISTICS**

- Examining faulty machinery and related equipment to ascertain the nature and location of defects.
- Planning work by using charts and technical manuals whenever available.
- Dismantling the equipment wholly or partly to remove damaged or worn-out parts.
- Assembling the parts and equipment including supplementary tooling whenever necessary.
- Aligning and adjusting brakes, soldering radiator leaks and rebushing steering mechanisms.
- Testing reassembled equipment on the yard or road and making necessary adjustments.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a Grade 10 or equivalent qualification is a requisite, a higher qualification is, however, recommended. The candidate must be at least 16 years old.

Compulsory subjects: Mathematics, Physical Science and English

### **Tertiary Education**

Training is provided via any of the three described routes at a Vocational Training Centre, namely: the apprenticeship opportunity, co-operative opportunity and vocational trainee opportunity, e.g.: Barloworld. Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Heavy-Plant Mechanic should show initiative, be accurate, healthy and have good eye-hand co-ordination.

## **WORK OPPORTUNITIES**

Heavy-Plant Mechanics are employed by construction companies, companies servicing earth-moving equipment, garages, mining industry workshops and other motor-engineering firms.

### ***PANEL-BEATER***

*A Panel-beater's work includes reforming damaged metal parts and reshaping the dented parts or plates of motor vehicles.*

## **JOB CHARACTERISTICS**

- Bending the framework or bodywork of a damaged vehicle to its original position with the help of special equipment.
- Dismantling sections and parts of vehicles for repair work.
- Pulling out damaged vehicle chassis and replacing parts with spares.
- Straightening metal sheets back to their original shape.
- Joining parts of metal sheets.
- Using appropriate hand tools and welding equipment to reform the dented areas.
- Grinding metal surfaces to make them suitable for coating.
- Changing broken/damaged windshields and car windows with the required exactness and care.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a Grade 10 JSC or equivalent qualification is a requisite, a higher qualification is, however, recommended. The candidate must be at least 16 years old.



Compulsory subjects: Mathematics, Physical Science and English

### **Tertiary Education**

Training is provided via any of the three described routes at a Vocational Training Centres, namely: the apprenticeship opportunity, the co-operative opportunity and the vocational trainee opportunity.

Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

### **PERSONAL REQUIREMENTS**

A prospective Panel-beater should have knowledge of motor mechanics and possess good dexterity and eye hand co-ordination.

### **WORK OPPORTUNITIES**

Panel beaters are employed by motor-vehicle workshops and garages. A Panel beater can start his/her business if the necessary experience has been acquired.

### ***SPRAY-PAINTER***

*A Spray-Painter repaints damaged or scratched body works of motor vehicles or paints to completely change the colour of the vehicle by using a spray gun. He/she also prepares the surfaces, which are to be spray painted, and mixes the paint to the exact shade required.*

## **JOB CHARACTERISTICS**

- Cleaning the surface that should be painted, as it must be free of dirt and grease.
- Removing the paint on the section to be painted with sandpaper or paint-removing liquid.
- Covering areas like windscreens, etc. to prevent them from being discoloured.
- Covering the painted areas with a thin layer of primer filler, to fill up small dents and scratches.
- Drying the surface by means of artificial heat or sunlight.
- Treating the surface with sandpaper and a special polish in order to ensure a smooth, even surface.
- Spraying the body works of the motor vehicle.

## **REQUIREMENTS**

### **Secondary Education**

No specific school qualifications are required for this field. In-service training can usually be followed at a company specializing in spray-painting.

Recommended subjects: Mathematics, Physical Science, Woodwork and Technical

### **Drawing Tertiary Education**

No specific formal course of training is offered by NUST. A three-year apprenticeship is offered at workshops and certain accredited companies under the supervision of a qualified spray-painter. After successfully passing the required trade test of three years, the trainee qualifies as an artisan: Spray-painter.

Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Spray-painter should be practically-minded, have good eyesight and colour sense in order to distinguish between various shades of the same colour.

## **WORK OPPORTUNITIES**

Spray-painters are employed by garages and motor-vehicle workshops. Self-employment is a good possibility after sufficient experience has been gained.

## **BUILDING AND CONSTRUCTION INDUSTRIES. TRADES IN THE...**

- *Bricklayer and Plasterer*
- *Carpenter*
- *Carpenter & Joiner*
- *Lift Mechanic*
- *Plumber*
- *Rigger*
- *Tiler*
- *Upholsterer*

### **BRICKLAYER AND PLASTERER**

*A Bricklayer and Plasterer lay bricks and are responsible for building the inner and outer walls of a building*





## **JOB CHARACTERISTICS**

- Examining plans, construction drawings, blue-prints and specifications of the structure to be erected.
- Inserting doors and windows, building of solid and cavity walls, steps and free standing piers and arches.
- Mixing mortar and spreading it with a trowel over laid concrete or stone foundation.
- Aligning the blocks by topping with a trowel and embedding them firmly in mortar, while checking the horizontal and vertical alignment.
- Setting blocks, bricks and stones in mortar bed by hand or with lifting devices, and laying them into place by using a hammer or trowel shaft.
- Forming ornamental brickwork designs.
- Repairing and altering existing brickwork and other constructions.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least Grade 10 or equivalent qualification is required. A higher qualification is however recommended. The candidate must be at least 16 years old.

Recommended subjects: Mathematics, Physical Science and English

### **Tertiary Education**

Training is provided via any of the three described routes at a Vocational Training Centre, namely: the apprenticeship opportunity, the co-operative opportunity or the vocational trainee opportunity. Various Vocational Training Institutions offer training in bricklaying and plastering.

Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective candidate should enjoy working with his/her hands and using tools and equipment. He/she should possess a sturdy body and should be able to physically endure different working conditions. He/she

must also be able to understand the drawings of Architects and Engineers.

## **WORK OPPORTUNITIES**

Bricklayers and Plasterers are employed at government departments, construction companies and the building industry. Since new buildings are constantly erected the job prospects for a bricklayer seem to be favourable. In addition, an opportunity for self-employment is a good possibility after sufficient knowledge has been gained

## **CARPENTER**

*A Carpenter is a craftsperson skilled in woodwork. There are several categories of carpentry, each involving a different skill set.*

## **JOB CHARACTERISTICS**

### ***Rough carpentry:***

- Performs work that does not require a finishing touch
- Framing and roofing
- Erecting skeletal structures of buildings, including beams, rafters and other large-scale work.

***Finish carpentry:***

- Making items like fine furniture, inlays, architectural models, or finely crafted wood instruments.
- Handling extremely fine measurements and intricate, beautiful woodwork.

***Cabinet Maker:***

- Cabinetmaker will have a skill set that combines an element of rough carpentry with an element of finish carpentry all aimed towards cabinetry.
- Selecting and measuring appropriate kinds of wood, cutting and shaping the material with hand tools or woodworking machines to form suitable units for assembling.
- Joining the units to products by using glue, screws, nails and other means.
- Design and build a completely unique, functional and stylish set of cabinets for any kitchen, galley or office.

***Trim carpentry:***

- Trim carpenter specialise in moulding and other trimming to spruce up a room such as window trims, • ceiling trim and mantle. It can also include cabinet making.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a Grade 10 JSC or equivalent qualification or is required. A higher qualification is however recommended. The candidate must be at least 16 years old.

Compulsory subjects: Mathematics, Physical Science and English

Recommended subjects: Technical subjects

### **Tertiary Education**

Training is provided via any of the three described routes at a Vocational Training Centre, namely: the apprenticeship opportunity, the co-operative opportunity or the vocational trainee opportunity. NIMT and the NamWater Human Resources Development Centre offer apprenticeships for prospective carpenters. Various Vocational Training institutions offer courses in carpentry.

Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Carpenter should be an accurate worker with good eye-hand co-ordination and spatial and form perception. An artistic ability would also be an asset when planning and designing tasks or objects. They should also be able to do calculations and work accurately with regard to details and drawings.

## **WORK OPPORTUNITIES**

Carpenters are employed in the building industry as well as at construction companies. Self-employment is a viable option if sufficient experience has been gained. They can also be employed in private enterprises that concentrate on tailor-made built-ins and individual furniture.

### **CARPENTER & JOINER**

*A timber unit installer, finishing carpenter, wood joiner machinist, form worker, construction carpenter or roofer is a craftsperson skilled in woodworking.*

## **JOB CHARACTERISTICS**

- Construct formwork to cast concrete.
- Set out an outline of the building on the ground of the site, using dump level, string and pegs to allow for excavations.
- Build floor and wall frameworks, shelving, skirting, paneling, roofs and suspended ceilings, and lay timber floors.
- Read plans and specifications to determine the materials required, dimensions and installation processes.
- Assemble and install timber windows, sashes and doors.
- Cut and shape materials with hand and power tools, and assemble by jointing, nailing, clueing and screwing.
- Install door handles, locks, hardware, flooring under lay, insulating material and other fixtures.
- Maintain and service machinery and sharpen tools.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a Grade 10 JSC or equivalent qualification or is required. A higher qualification is however recommended. The candidate must be at least 16 years old.

Compulsory subjects: Mathematics, Physical Science and English.

Recommended subjects: Technical subjects.

### **Tertiary Education**

Training is provided via any of the three described routes at a Vocational Training Centre, namely: the apprenticeship opportunity, the co-operative opportunity or the vocational trainee opportunity. NIMT and the NamWater Human Resources Development Centre offer apprenticeships for prospective carpenter & joiners. Various Vocational Training institutions offer courses in carpentry.

Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Carpenter should be an accurate worker with good eye-hand co-ordination and spatial and form perception. An artistic ability would also be an asset when planning and designing tasks or objects. They should also be able to do calculations and work accurately with regard to details and drawings.

## **WORK OPPORTUNITIES**

A timber unit installer, finishing carpenter, wood joiner machinist, form worker, construction carpenter or roofer is a craftsperson who can take up positions as qualified artisans within the mining, engineering, building and civil industries.

## ***LIFT MECHANIC***

*A Lift Mechanic is involved with the construction, erection, testing and maintenance of lifts, escalators and hoists in accordance with stipulated regulations.*

## **JOB CHARACTERISTICS**

- Knowing the design specifications according to which a lift is manufactured.
- Supervising the installation of lifts and escalators.
- Testing and inspecting lifts on a regular basis.
- Planning and executing the repair of faulty lifts as soon as possible or putting the lift out of use until the necessary adjustments have been made.
- Thoroughly planning, executing and completing repairs in the shortest time possible to prevent unnecessary inconvenience to users.

## **REQUIREMENTS**

### **Secondary Education**

No formal guidelines exist, as this is currently not a designated trade in Namibia. Relevant experience and English literacy are advantageous to receive in-service training with a suitable employer. Most employers will, however, require higher qualifications of at least a Grade 12 or equivalent qualification.

Recommended subjects: Mathematics and Physical Science

### **Tertiary Education**

Training is provided via the apprenticeship opportunity by companies such as Schindler and OTIS Elevator Co.

## **PERSONAL REQUIREMENTS**

A prospective lift mechanic must have a practical and mechanical aptitude. He/she must be interested in electro technology, since they have to perform tasks of a mechanical, electrical and electronic nature. A strong sense of responsibility is also necessary.

## **WORK OPPORTUNITIES**



Lift Mechanics can work at elevator maintenance and repair companies like Otis Elevator Co., and Schindler Lifts.

## ***PLUMBER***

*A Plumber assembles, installs and maintains pipes, fittings and fixtures of drainage, water supply and sanitary systems.*

### **JOB CHARACTERISTICS**

- Examining building plans and related specifications.
- Locating and marking out the position of pipes, pipe-connections and passage holes for pipes in walls and floors for water supplies and waste water systems.
- Cutting, reaming, threading and bending pipes.
- Assembling and installing valves, pipe fittings and pipes (in steel, PVC, or copper).
- Joining pipes and fittings by using screw couplings, solvent cement or by drilling, brazing, welding and soldering.
- Caulking joints and testing them for leaks with air and water pressure
- Installing assemblies and features like hot-water geysers, bathtubs, water closet (WC) suits and wash

- basins.
- Doing repair and maintenance work, e.g. replacing tap washers, mending burst pipes and clearing clogged drains.
- Doing sheet metal work in flashings and installing gutters and down pipes.
- Connect the water, gas, and waste disposal pipes to the city or town supply.
- Checking for leakage or clogging and making sure all pipes and drainage systems are operating correctly.

## **REQUIREMENTS**

### **Secondary Education**

Possession of preferably a Grade 10 JSC or equivalent qualification is required. A higher qualification is however recommended. The candidate must be at least 16 years old.

Recommended subjects: Mathematics, Physical Science and English

### **Tertiary Education**

Training is provided via any of the three described routes at a Vocational Training Centre, namely: the apprenticeship opportunity, the co-operative opportunity or the vocational trainee opportunity. Various Vocational Training institutions offer training in plumbing.

Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Plumber must have manual Agility, good eye-hand coordination and spatial perception. Accuracy is also deemed important.

## **WORK OPPORTUNITIES**

Employment opportunities exist in the building industry, maintenance, hospitality, and plumbing businesses.

Self-employment in Plumbing is also a very viable option.

## ***RIGGER***

*A Rigger works with cables and ropes to moving, hoisting and installing heavy objects including specialised machines. He/she ensures that the cables and machines are in perfect condition, as many lives depend on him/her in this regard. A Rigger also deals with cranes, scaffolding, platforms, tripods, escalators, etc.*

## **JOB CHARACTERISTICS**

- Installing and maintaining steel cables used with lifts, cranes and pulleys.
- Assembling and erecting derricks and other metal parts for buildings and other constructions.
- Inspecting the cables and ropes regularly and ensuring that safety precautions are followed, in order to avoid any damages.
- In entertainment industry, they handle the installation of sets, moving set pieces and actors, installing lighting.

- Performs safety checks, makes sure that everything is in place, and is involved in unpacking and rebuilding of objects which are broken down for Transportation or storage.

## **REQUIREMENTS**

### **Secondary Education**

No formal guidelines exist, as this is currently not a designated trade in Namibia. Relevant experience and English literacy are advantageous to receive in-service training with a suitable employer. Most employers will however require higher qualifications.

### **Tertiary Education**

There is no formal training in Namibia, but there are accredited institutions in the SADC countries that offer training in this field.

Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Rigger should work accurately, is safety conscious and should not be afraid of heights.

## **WORK OPPORTUNITIES**

Riggers are employed by construction companies, mining, entertainment, industries to mention only a few.

The possibility of self-employment is low.

### ***TILER***

*A Tiler's work entails the laying of tiles, mosaics or other decorative finishes to floors and walls by various adhesives.*

## **JOB CHARACTERISTICS**

- Examining plans, construction drawings and specifications on the finish to be achieved.
- Preparing walls or floor areas for covering with tiles or other materials.
- Setting and levelling tiles to surface walls and floors according to certain patterns, pointing tile points with filling material and cleaning surfaces.
- Constructing and laying mosaic panels to decorate walls, floors and other surfaces.

## **REQUIREMENTS**

### **Secondary Education**

No formal guidelines exist, as this is currently not a designated trade in Namibia. However, most bricklayers are trained in tiling. Relevant experience and English literacy are advantageous to receive in-service training with a suitable employer. Most employers will however require higher qualifications.

Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Tiler must be accurate, display good hand agility, dexterity and good form perception and be creative.

## **WORK OPPORTUNITIES**

Opportunities exist in the construction industries and self-employment is an option, given the appropriate experience.

### ***UPHOLSTERER***

*An Upholsterer is an artisan who applies soft finishes to furniture like car and household seating, couches and other interior decorations. Fabrics, foam and leather are employed to make, repair or replace upholstery.*

## **JOB CHARACTERISTICS**

- Measuring the frames to be covered.

- Creating patterns, marking and cutting upholstery materials with shears, scissors, etc...
- Fitting, tacking, stapling or installing springs and padding, and covering material to furniture frames.
- Fitting and installing covers and cushioning for seats.
- Operating machines to compress padded spring assemblies and inserting them into mattress covers.
- Replacing covering, padding, webbing or springs to repair upholstery.

## **REQUIREMENTS**

### **Secondary Education**

Relevant experience and English literacy are advantageous to receive in-service training with a suitable employer (i.e. upholstery companies and workshops). Most employers will however require higher qualifications. Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Upholsterer must have a flair for design and ergonomic aspects of furniture. Good eye hand co-ordination and creativity are also important.

## **WORK OPPORTUNITIES**

Upholsterers are employed by upholstery companies and workshops. Self-employment is possible with the necessary skills, experience and funds.

## **Other trades in the Construction Industry**

There are several non-designated trades that form part of the Construction Industry. For all those trades no formal educational guidelines exist but relevant experience and English literacy are advantageous to receive in-service training with a suitable employer in the relevant field of work.

### **Those trades are the following:**

- *Carpet Laying*
- *Ceilings and partitioning*
- *Electrical installation*
- *Floor-laying*
- *Glazing*
- *Industrial Metal Works (Aluminium & Steel)*
- *Lift installation*
- *Painting*
- *Reinforcing fixing*
- *Roofing specialist*
- *Solar system installer*

## **Electrical Engineering Trades**

- *Air Conditioning and Refrigeration Mechanic*
- *Armature Winder*
- *Electrician*
- *Instrumentation Mechanic*
- *Power-Plant Operator*
- *Radio and Television Mechanic (Electronic service mechanic)*

## **AIR CONDITIONING AND REFRIGERATION MECHANIC**

*An Air-Conditioning and Refrigeration Mechanic installs and repairs domestic and commercial/industrial air-conditioning and refrigeration systems. He/she reads manuals and circuit diagrams by using his/her knowledge on structural layout, function and design of air conditioning/refrigeration systems and components carry out installation and repair works, adjust the system with its components to operate satisfactory.*

## **JOB CHARACTERISTICS**

- Studying building drawings, piping charts and electrical diagrams, laying out reference points for installation of structural and functional components.
- Drilling holes and installing mounting brackets and hangers on walls and ceilings of buildings and vessels.
- Lifting and aligning components into fixed positions using hoists, blocks and tackles.
- Assembling components such as motors, compressors, condensers, evaporators, pumps, valves, gauge manifolds and connecting pipes, etc. by screwing, bolting, riveting, welding and brazing methods.
- Pumping the air conditioning/refrigeration system to specified vacuum and charging correct type and amount of refrigerant gas into the system, starting the operation of the system or plant, observing its function closely.

- Reading gauges and instruments, adjusting the control mechanism of the system, making it fully operational up to the maximum standard of safe operation and efficiency as stated by the manufacturer of the plant and components.
- Dismantling malfunctioning systems, testing components by using gauges and instruments to find causes of trouble, replacing or repairing defective parts, rebuilding and adjusting the system to full operation again.
- Installing insulation shells, pre-fabricated cooling compartments, and cabinets, and also performing wiring in-between and to the components from electric or solar power supply.
- Specialising in installation and service of central air conditioning systems, or operating and working on large size industrial refrigeration plants in the food and beverage industry.

## **REQUIREMENTS**

### **Secondary Education**

To become an air conditioning and refrigeration mechanic, one must be in possession of at least a Grade 10 JSC or equivalent qualification. A higher qualification is, however, recommended. The candidate must be at least 16 years old.

Compulsory subjects: Mathematics, Physical Science and English

### **Tertiary Education**

Training is provided via any of the three described routes at a Vocational Training Centres, namely: the

apprenticeship opportunity, the co-operative opportunity or the vocational trainee opportunity. NIMT also offers a course in Air-Conditioning and Refrigeration, with an aptitude test and full medical examination as part of their requirements. Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

Air Conditioning and Refrigeration Mechanics must have good manual skills and technical aptitude. They should have a good working knowledge of drawings and be able to interpret diagrams. They must be able to work quickly and accurately as refrigeration apparatus may contain perishable goods.

## **WORK OPPORTUNITIES**

Air Conditioning and Refrigeration Mechanics are employed in industrial refrigeration and air conditioning plants, e.g. fisheries, hospitals, theatre and rail as well as for domestic air conditioning and refrigeration. Self-employment is a viable option if sufficient experience has been gained.

## ***ARMATURE WINDER***

*An Armature Winder locates broken parts of electric motors. If the coils are burnt-out or damaged he/she has to replace them with new ones or completely rewind all the coils.*

## **JOB CHARACTERISTICS**

- Locating the damaged coil by using various testing instruments.
- Deciding on whether to repair the damaged coil, or completely rewind the machine.
- Cleaning the machine in order to remove all dirt.
- Drawing diagrams of the different machines.
- Checking all coils thoroughly and recording all details.
- Rewinding the coils (this can be very monotonous since the process must be watched the whole time and can often lead to eyestrain).

## **REQUIREMENTS**

### **Secondary Education**

No formal guidelines exist, as this is currently not a designated trade in Namibia. However, there are registered

SADC institutions that offer this course. Relevant experience and English literacy are advantageous to receive in-service training with a suitable employer. Most employers will, however, require higher qualifications. Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

Recommended subjects: Mathematics and Technical

subjects **PERSONAL REQUIREMENTS**

A prospective candidate must be tidy and have methodical working habits, of good health and have excellent vision. Dexterity and mental alertness are needed for rewinding of coils. A mathematical and practical ability is recommended.



## **WORK OPPORTUNITIES**

Armature Winders are employed by engineering and electrical companies.

### **Tertiary Education**

There is no formal training in Namibia. However, in-service training can be followed by companies like Windhoek Armature Winding CC.

### ***ELECTRICIAN***

- *Electrician*
- *MillWright Electrical*

### ***ELECTRICIAN***

*An Electrician installs repairs and maintains wiring and electrical equipment in buildings of institutions and commercial establishments, as well as in residential houses, schools, hospitals and other constructions.*

## **JOB CHARACTERISTICS**

- Examining installation-drawings and connection-charts for distribution boards, junctions, sockets, and lighting arrangements for electricity supply into the building.
- Undertaking the necessary wiring for lighting, heating and other purposes in the house and at the industrial premises according to specifications.
- Paying attention to codes of cables and other installation materials.
- Installing and replacing fuses, circuit breakers and other safety arrangements in the building and on premises.
- Installing and repairing household appliances, such as heaters, stoves, washing machines, dryers, refrigerators, fans, geysers, lawnmowers, etc.
- Undertaking rewiring and changes for electric motors and equipment in machine halls, production and repair workshops.
- Specializing for work on high-tension power lines at the power plants, in the electrical sub-stations and on the distribution net for towns and industries.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a Grade 10 JSC or equivalent qualification is required. A higher qualification is, however, recommended. The candidate must be at least 16 years old.

For NamPower Training Centre an NSSC Grade 12 or equivalent qualification, with Mathematics and Physical Science or a Grade 12 or a Technical N3 certificate is required.

To be accepted at NamWater, the candidate must have obtained a D symbol in Mathematics and Physical Science and an E in English. NIMT requires that a candidate obtains at least a D symbol in Mathematics and Science.

Compulsory subjects: Mathematics, Physical Science and English (Vocational Training Centres). **Tertiary Education**

Training is provided via any of the three described routes at a Vocational Training Centres, namely: the apprenticeship opportunity, the co-operative opportunity or the vocational trainee opportunity. It should also be noted that most of the training institutions would have an aptitude test and/ or full medical examination as part of their entry requirements. Also, at some institutions, this course is listed as Electrical installation.

## **PERSONAL REQUIREMENTS**

A prospective candidate must be alert, accurate and cautious as his work can be dangerous. He/she must be able to function under pressure and still be able to make responsible decisions. The candidate should also be physically fit and have good visual perception ability and a good eye for colour recognition. If working in a supervisory capacity he/she should be able to maintain good interpersonal relationships.

## **WORK OPPORTUNITIES**

Electricians are employed by the public sector, parastatals, mining companies and the private sector alike.

Self-employment is a viable option if sufficient experience has been gained.

*A millwright is a craftsman or tradesman who designs or builds corn mills, installs, dismantles, repairs, reassembles, and moves machinery in factories, power plants, and construction sites.*

### **Job Characteristics**

- Install, dismantle, rebuild, maintain and detect faults on production and electrically-driven machines as applicable to:
- Principles of electricity
- Elementary welding and rigging
- Elementary fitting
- Mechanical applications
- Electrical Hydraulics
- Setting, levelling and aligning electric motors or the power sources such as turbines
- 

### **REQUIREMENTS**

#### **Secondary Education**

Possession of at least a grade 10 NSSC or equivalent qualification is required. A higher qualification, is however, recommended. The candidate must be at least 16 years old. With at least a D in Mathematics, Physical Science and English.

## **Tertiary Education**

Training in Millwright (Electrical) is provided at NIMT. Candidates are required to take a full medical examination, if decided on by the training institution. There are registered institutions in SADC countries that also offer this course.

## **PERSONAL REQUIREMENT**

Candidates must be medically fit and at least be 16 years old. He/ She must be able to function under pressure and still be able to make responsible decisions.

## **WORK OPPORTUNITIES**

Millwrights are employed by mining, industrial and the grain milling industries.

## ***INSTRUMENTATION MECHANIC***

*An Instrumentation Mechanic is responsible for the planning, directing and coordination of calibration, servicing, modification and repair of plant instrumentation and electronic systems.*

## **Job Characteristics**

- Repair of all plant instrumentation systems including sensors, transmitters, recorders, analysers, controllers and related equipment.
- Make periodic inspections of instrumentation systems and determining the nature and extent of repairs required and work sequences
- Use electronic test equipment to identify causes of abnormal operations and verify correct and accurate operation of instrumentation.
- Develop and test instruments and measuring devices
- Provide technical advice in the planning of new equipment and assist in the preparation of specifications.

## **REQUIREMENTS**

### **Secondary Education**

Possession of a Grade 12 NSSC with Mathematics and Science or equivalent qualification is required.

### **Tertiary Education**

Training in Instrumentation is provided at NIMT. Candidates must pass an aptitude test and a full medical examination (if decided by the institution). It should also be noted that Job attachments and apprenticeship opportunities are available at Ohorongo Cement, NAMFI, Breweries, Mine, Namport, etc.

## **PERSONAL REQUIREMENTS**

Candidates must be medically fit and at least be 16 years of age. The prospective Instrumentation Mechanic

ought to be able to; learn on their own, in order to keep up with the advancing technology, communicate with and relate effectively with others.

## **WORK OPPORTUNITIES**

Instrumentation Mechanics are employed in telecommunication industries, municipalities, mines, radio and television companies, alarm and security installation companies and scales companies.

## **POWER PLANT OPERATOR**

*A Power-plant Operator operates and monitors machinery and equipment which generate electricity and controls the distribution thereof.*

## **JOB CHARACTERISTICS**

- Bringing a turbine to the “ready-to-start condition” and engaging it by, for example, controlling water influx.
- Starting and stopping the turbine.
- Controlling the amount of electricity generated by the power station.
- Carrying out regular inspections on the turbine and all other plant auxiliaries.
- Operating and monitoring coal fired steam-power generating plants.
- Recording hourly and routine meter readings.
- Reporting any factors that may affect the safety of the plant or the continuity of power supply.
- Keeping a chronological log of all important operations and occurrences.

## **REQUIREMENTS**

### **Secondary Education**

The minimum requirement is an NSSC Grade 12 or equivalent qualification. A N3 certificate is recommendable. Compulsory subjects: Mathematics and Physical Science

### **Tertiary Education**

Relevant experience and English literacy are advantageous to receive in-service training with a suitable employer. Most employers will, however, require higher qualifications (i.e. NamPower requires at least a Grade 10 JSC certificate or equivalent qualification). Candidates with relevant qualifications or experience in electricity-related fields will also have distinct advantages.

Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Power-plant Operator must be of an accurate, observant nature with a technical aptitude. Ability to concentrate is important, because the work is of a repetitive nature.

## **WORK OPPORTUNITIES**

A limited number of candidates can be employed by NamPower and NamWater.

### ***RADIO AND TELEVISION MECHANIC (ELECTRONIC SERVICE MECHANIC)***

*A Radio and Television Mechanic (electronic service mechanic) services and repairs radio and television equipment, tape recorders, video-cassette recorders and other audio-visual equipment.*

## **JOB CHARACTERISTICS**

- Examining drawings and wiring schemes of the equipment to be serviced or repaired.
- Diagnosing faults by using testing equipment, e.g. resistance meters, oscilloscopes, diodes and transistor testers.
- Checking, repairing and replacing defective parts (e.g. contacts, resistors) of electronic home equipment.
- Renewing/reconnecting faulty wiring and replacing/repairing integrated circuit boards as appropriate.
- Testing and adjusting the equipment for proper functioning, e.g. receipt of signals.
- Commissioning and repairing loudspeakers and entertainment equipment for stages, schools, restaurants, etc.
- Instructing customers on the safe and proper use of acquired equipment.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a Grade 10 JSC or equivalent qualification is required. A higher qualification, is however, recommended. The candidate must be at least 16 years old.

Compulsory subjects: Mathematics, Physical Science and English (some Vocational Training Centres). ***Tertiary Education***

Training is provided via any of the three described routes at a Vocational Training Centre, namely: the apprenticeship opportunity, the co-operative opportunity or the vocational trainee opportunity.

Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A Radio and Television Mechanic should enjoy working with his/her hands; have a mechanical aptitude and a high level of hand-eye coordination.

## **WORK OPPORTUNITIES**

Radio and Television Mechanics can be employed at radio/TV retailers, radio and TV broadcasters and repair stores. Self-employment is also a very viable option with this occupation.

## ***FOOD AND BEVERAGES INDUSTRY, TRADES IN THE...***

- Baking Industry
- Dairy Industry
- Grain Milling Industry
- Food Industry
- Meat Industry

## **BAKING INDUSTRY**

*The baking industry comprises both large and small bakeries that are mainly concerned with the baking of bread, confectionary (cake, biscuits) and other flour products. In large bakeries, production is undertaken in a highly automated environment, with personnel mainly operating sophisticated machinery and supervising the production processes. The confectionery industry is more labour intensive and provides opportunity for individualism and creative talent.*

### **JOB CHARACTERISTICS**

The following are the main career options in the baking industry:

#### ***A Baker***

- Calculates the precise quantities of ingredients as well as bearing direct responsibility for the baking of bread, cakes, rolls, etc...
- Supervises the production workers and directs his/her production team.
- Co-ordinates baking activities with other services in order to meet production deadlines.
- Regulates and/or monitors oven temperatures, checks the progress of baking, prepares and applies decorations, coatings, fillings and toppings.

#### ***A Baking Technologist***

- Researches the quality of the products.
- Maintains and improves the quality of baking products.
- Tests products during the various stages of production.
- Trains bakers and confectioners.

#### **Graduates (only applicable to very large bakeries)**

- Graduates mostly enter at trainee management level. Management opportunities exist in production, finance, marketing, administration and engineering.

#### **Skilled/semi-skilled workers**

- Opportunities exist mainly for people with trade qualifications, such as electricians, maintenance technicians, and food technologists, clerical and sales staff.

#### **Unskilled Workers**

- Opportunities exist for unskilled workers such as cleaners, delivery assistants and production workers.

## **REQUIREMENTS**

### **Secondary Education**



Prospective baking technologists must possess at least an NSSC Grade 12 or equivalent qualification. No specific qualification is required for Bakers and Confectioners, as this is not a designated trade in Namibia, but positions are currently mainly occupied by bakers and confectioners with SADC and foreign qualifications, e.g. Master Bakers and Confectioners from Germany.

### **Tertiary Education**

The Hotel School at NUST offers a certificate in Basic Skills Cookery (Baking and Desserts) which might be applicable to certain positions. Most bakeries in Namibia provide in-service training to employees under the guidance of a master baker. No training opportunities currently exist in Namibia for Baking Technologists.

Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

Prospective Baking Technologists must be scientifically and technically inclined. Bakers and confectioners must be able to work quickly and accurately and should have a certain degree of artistic talent. Production workers must have the ability to deal with routine work and should be able to work quickly and accurately. Personal hygiene is an important factor in the baking industry.

## **WORK OPPORTUNITIES**

Employment opportunities exist for people with different levels of education, from unskilled workers to university graduates. Bakers and Baking Technologists are employed by bakeries, supermarkets and hotels. Self-employment is a distinct possibility with the necessary business management experience and funds.

## **DAIRY INDUSTRY**

*The dairy industry is concerned with the manufacturing of dairy products like milk, hard and cottage cheese and cultured products. It is a highly mechanised environment with a variety of specialised jobs. Farmers, who supply the raw material (milk) for the manufacturing of the dairy products, are included in this industry. These positions are covered under the farming/agricultural sector. Please refer to the relevant occupations in other sections of the book.*

## **JOB CHARACTERISTICS**

The following are the main career options in the dairy industry. Only those specific to the production process are listed:

### **A Cheese-maker**

- Plans, organizes, leads and controls the activities of the cheese-making plant.

### **A Machine Operator (semi-skilled)**

- Operates and cleans machines inside the production plant.

### **A Production Manager**

- Plans, organizes, leads and controls activities of the production department.

### **A Product Quality Technician**

- Samples raw materials and manufacture products for microbiological and bacterial analysis.

### **A Production Supervisor**

- Plans, supervises, leads and controls the activities of the production plant.

Other career options typical for medium-to-large sized related organisations could be pursued in the following disciplines: Finance and Administration, Human Resources, Sales and Marketing, Distribution and Maintenance.

### ***Dairy Processing Technician***

Usually assists the Dairy Technologist and is responsible for routine testing of the factory inputs and outputs. They also help to develop new products.

### ***Dairy Technologist***

The dairy technologists devise on appropriate methods to properly store and preserve the dairy products.

### ***Microbiologist/dairy scientists***

scientific expert in the micro-organisms and bacteria that can be found in milk and its associated products and they are responsible for the collection of milk and taking care of the high yielding variety of animals. Scientific tests are conducted to analyze the effects of different kinds of food intakes and environment on the quality as well as the quantity of milk produced. Research is also undertaken to further improve the breeding of cattle and quality of milk produced.

### ***Quality Assurance Manager***

Monitors the quality of the products produced within the plant and ensures that all specifications are adhered to.

## **REQUIREMENT**

### **Secondary Education**

Semi-skilled positions require a minimum of Grade 10 JSC or equivalent qualification, whereas applicants for the higher-skilled positions require a minimum of grade 12 NSSC (O/H), or a recognized equivalent qualification with a minimum C symbol in English second language, and at least a C symbol in Mathematics,

Biology and Physical Science according to the UNAM scale.

Compulsory subjects: Biology and/or Physical Science, Chemistry and Mathematics (Namibia and South Africa).

### **Tertiary Education**

Candidates must follow a relevant B. degree in a respective field, for example, a degree in Food Science or a diploma in Food Technology. This can be followed at UNAM. In addition, the person must have a number of years of experience. They often also receive in-service training, for example, in the case of cheese-makers. For the Production Manager, Supervisor and Cheese maker such experience is usually only obtainable outside the country, i.e. in South Africa, Europe or America.

## **PERSONAL REQUIREMENTS**

Persons in this field should be scientifically and/or technically inclined. They should be accurate in their work, and be comfortable with routine and structured environments. Hygiene is critical in this work environment, and should be highly valued by the applicants. They should also enjoy working in an office.

## **WORK OPPORTUNITIES**

Namibia has one medium-sized world class dairy organization with work opportunities for unskilled and skilled personnel in the mentioned job categories. Many small milk supplying dairies, situated on small holdings near the bigger cities, also provide job opportunities. These are normally owned and run by the farm-owners. Self-employment thus seems to be a possibility if the necessary business management skills, experience and funds are available.

## **FOOD INDUSTRY**

### **CHEF/COOK**

*A Chef/Cook is responsible for the planning, controlling, organising, preparing and presentation of food in hotels, restaurants and other public dining places, on board ships and passenger trains, as well as in private households. Chefs and Cooks deal essentially with the same subject matter, namely the preparation of food. A Chef, however, bears more responsibility than a normal cook and is entrusted with a wide spectrum of managerial duties as well.*

## **JOB CHARACTERISTICS**

- Planning meals and menus.
- Preparing and cooking food.
- Planning, supervising and co-ordinating work in the kitchen as well as being responsible for general kitchen administration, portion control and stock control.
- Keeping all equipment in good working order.
- Seeing that hygiene standards are maintained.
- Training and supervising kitchen staff.

## **REQUIREMENTS**

### ***Secondary Education***

To be admitted to the training programme offered by the Hotel school through NUST candidates must possess a Grade 12 NSSC or equivalent qualification.

### ***Tertiary Education***

The Basic and Advanced Skills Cookery modules are offered by the Hotel School through the Polytechnic of Namibia. Five modules have to be completed. The duration is twelve weeks. After completion of the five modules and adequate practical experience, individuals can accept employment as Cooks.

The Valombola and Okakarara Vocational Training Centres provides training courses in Tourism and Hospitality and Catering. A National Certificate and a National Higher Certificate in Hotel Operations, a National Diploma in Hotel Management and Tourism Management as well as a National Certificate in Tourism Management is offered by Namibian University of Science and Technology Also, the Namibian Institute of Culinary Education (nice), in association with Wolwedans offers a national certificate in Hospitality focusing on food & beverage services and food preparation. The National Youth Service, Marcopollo VTC, National Institute of Hospitality

and tourism and Kambaku Hospitality College, also offers a course in the above mentioned national certificate. Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

Prospective Chefs/Cooks should be interested in cooking and baking and have the physical stamina to work long hours. They should also be able to work systematically and be able to endure a fair amount of pressure. Chefs/cooks should be able to function in a team context.

## **WORK OPPORTUNITIES**

Prospective Chefs/Cooks can be employed at hotels, restaurants, clubs, industrial caterers, hospitals, airways, marine and rail catering, as well as the civil service (hostels, etc.). Those with enough experience can start their own businesses as caterers or restaurant owners.

## ***GRAIN MILLING INDUSTRY***

*The milling industry comprises both large and small mills that are mainly concerned with the milling of wheat, maize and other grain products. In large mills, production is undertaken in a highly automated environment, with personnel mainly operating sophisticated machines and supervising the production processes.*

## **JOB CHARACTERISTICS**

The following are the main career options in the milling industry:

### **Graduates (only applicable to very large mills)**

Graduates mostly enter at trainee management level. Management opportunities exist in production, finance, marketing and administration.

#### ***A Miller***

- Mills grain and bears direct responsibility for the quality of products.
- Supervises the milling activities with other services in order to meet production deadlines.
- Regulates and/or monitors qualities, checks the progress of milling, adjustments and controls milling equipment.

#### ***Skilled/Semi-skilled workers***

Opportunities exist mainly for people with trade qualifications, such as Millers, Maintenance Technicians, Quality Controllers and Sales Staff. Opportunities exist for unskilled workers such as Cleaners, Delivery Assistants and Production Workers.

## **REQUIREMENTS**

### **Secondary Education**

Prospective Millers must possess at least an NSSC Grade 12 or equivalent qualification.

Compulsory subjects: English, Mathematics, Physical Science and Biology (Namibia - skilled people) **Tertiary Education**

A specific milling qualification is required as this is a designated trade in Namibia, but positions are currently mainly occupied by Millers and Bakers with City and Guilds London milling qualifications. Most mills in Namibia provide in-service training to employees under the guidance of qualified personnel.

No formal training opportunities currently exist in Namibia for Millers. Some SADC institutions also offer courses in milling.

## **PERSONAL REQUIREMENTS**

Prospective Millers must be scientifically and technically inclined. Production workers must have the ability to deal with routine work and should be able to work quickly and accurately. Personal hygiene is an important factor in the milling industry.

## ***MEAT INDUSTRY***

*The business of the meat industry is the purchasing and slaughtering of livestock as well as the processing and marketing of meat.*

## **JOB CHARACTERISTICS**

The following are the main career options in the meat industry:

### **A Deboner**

- Removes bones from the flesh in order to render prime cuts for further trimming. This is done by cutting the flesh skilfully, leaving minimal meat on the bones and no cleave marks on cuts.

### **A Meat cutter**

- Removes boneless prime cuts from trimmed carcasses by cutting accurately and skilfully along set and pre-determined lines without touching the carcass with his/her hand.
- Is responsible for the hygiene in the meat market.

### **A Meat trimmer**

- Trims deboned cuts down to the products specification for the cut concerned. Deboned cuts are usually received from the Deboner or Meat Cutter.

### **A Quality Inspector**

- Monitors all aspects of processing the meat from slaughtering to packaging, through production of the final product.
- Ensures that the final product is of high standard.
- Performs checks and tests at specified intervals and locations in order to ensure that planned quality objectives are achieved, and that the level of hygiene is maintained.
- Applies the necessary corrective and preventative actions to ensure that the planned quality is achieved.
- Reports any abnormalities that he/she may find.

### **A Slaughterer**

- Removes the hide, head, feet and all other parts of the slaughtered bovine animal in order to render a standard beef carcass as per the international carcass definition.

## **REQUIREMENTS**

### **Secondary Education**

Prospective candidates should have at least an NSSC Grade 12 or equivalent qualification to be accepted for in-service training in Namibia.

In South Africa a Grade 9 or higher qualification is recommended to enter the field. For those who wish to attend the Apex Training Centre, a Grade 10 certificate is required.

Recommended subjects: Accounting, business management and entrepreneurship for those who wish to become retail dealers.

### **Tertiary Education**

In-service training is usually provided by companies in the meat industry.

Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

Some SADC institutions offer courses in the meat industry.

## **PERSONAL REQUIREMENTS**

Prospective candidates must be able to work quickly and accurately and should have a certain degree of artistic talent. Employees in the production department must have the ability to deal with routine work and should



also be able to work quickly and accurately. Personal hygiene, health and safety are important factors in the meat industry.

## **WORK OPPORTUNITIES**

People within the meat industry are usually employed at butcheries and abattoirs.

## **TRADES IN THE JEWELLERY, HAIRDRESSING, TEXTILE AND CLOTHING INDUSTRIES**

- *Diamond Cutting Industry*
- *Goldsmith and Jeweller*
- *Hairdresser*
- *Knitter*
- *Sewing Machine Operator*
- *Tailor*
- *Watchmaker*

### ***DIAMOND CUTTING INDUSTRY***

*By marking, splitting, cutting, blocking and polishing, the worker in the diamond industry turns a rough stone into a polished diamond.*

## **JOB CHARACTERISTICS**

### **A Blocker/Cross Worker**

- Builds the foundation of the diamond and plans the process in such a way that the finished product will be of optimum value.
- Gives the diamond its basic shape.
- Places eight facets on the top and bottom of the stone at precise angles.

### **A Brillianteer / Polish Processor**

- The function of Brillianteers is to polish 40 facets onto the already polished facets done by the cross-workers, in order to create a round brilliant cut diamond with 58 facets that will unlock the full brilliance and fire of light being reflected by the polished diamond.

### **Diamond Brute/ Cutter**

- Positions a stone into a machine against which another diamond is placed.
- Removes protrusions and rounds the stones. This is done when the two stones knock against each other.

In the cutting process one diamond is used to cut another. The one diamond is placed into a cutting/bruting machine, another diamond is placed on a cutting stick and while the diamond in the machine is turning the diamond on the cutting stick is pressed against the stone in the machine. In this way the stone is cut round.

### **A Diamond Marker**

- Examines the diamond with consideration given to various aspects such as sawing, cleaving and then decides on how to get the biggest best quality diamond from the piece of rough diamond.
- Opens a diamond by placing windows on a stone to allow the marker to view a stone properly.
- Studies the internal flaws and stresses of a diamond.
- Decides where to split the stone to obtain the maximum value and yield.
- Having decided, the marker draws a fine line around the stones for the splitter to follow.

### **A Diamond Sorter**

- Sorts rough diamonds into categories according to sizes, shapes, colours and qualities.

### **A Diamond Splitter**

- Places the stone in the holder.
- Aligns the saw or laser with the line marked on the stone before the process can begin.
- Cleaving is preferred when the stone is to be split through a crack.
- Places a blade into a prepared groove in the stone and hammers the blade.
- Splits the stone in two.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a Grade 10 JSC or equivalent or a higher qualification is required. NamGem requires at least an NSSC Grade 12 or equivalent qualification. Candidates are also expected to pass a Mathematics and English entry test (screening).

Compulsory subjects: Mathematics and Science

### **Tertiary Education**

NamGem offers a four month course to prospective candidates. An evaluation test must be passed satisfactorily before employment is considered.

### **PERSONAL REQUIREMENTS**

A prospective candidate should be healthy, have good eye-hand co-ordination, good visual perception ability and good colour recognition ability as well as have the ability to concentrate for long periods of time. He/she

must work fast and methodically, neatly and precisely to ensure success work in the diamond sector. Absolute honesty and integrity is of utmost importance in this industry.

### **WORK OPPORTUNITIES**

Prospective workers in the diamond-cutting industry can work at NamGem and other diamond cutting factories registered with the Ministry of Mines and Energy.

### ***GOLDSMITH AND JEWELLER***

*Goldsmiths and Jewellers make and repair jewellery. They cut, saw, file and polish jewellery. They also set gems and engrave designs on the jewellery.*

## **JOB CHARACTERISTICS**

- Mixing and melting precious metal alloys (silver, gold, platinum, and alloys).
- Designing and fabricating complete jewellery such as rings, brooches and bracelets.
- Shaping metal with pliers or other tools, casting designs in the metal, and mounting diamonds or other stones.
- Setting gems in jewellery articles.
- Repairing and altering jewellery.
- Appraising the quality and value of diamonds and other gemstones - if they are qualified gemmologists.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a Grade 10, or equivalent qualification, is required to be accepted for apprenticeship at the Namibia Chamber of Crafts, but an NSSC-O/H Grade 12 or equivalent qualification, is recommended. Before taking up the career an eye test will be done to establish any handicap to good sight.

Recommended subjects: Mathematics, Physical Science and

### **Art Tertiary Education**

In Namibia the duration of the Apprenticeship for Goldsmith/Jewellery training is scheduled for four years. In this time certain requirements have to be met in practical skills training and theoretical knowledge training. The requirements have to be up to date as a prerequisite to each year's intermediate test, as the

test is based on them. Each year can be seen as a module, which is finalised by an intermediate test. Intermediate Tests are a measurement of the current level of training - for the Apprentice as well as for the Vocational Training Board. The test has to be passed, to be allowed into the next year of training.

The Apprenticeship shall end after four years, or when the final Artisan Test is passed, whichever occurs first. Only a successful Artisan Test will lead to the Artisan Diploma. For prospective candidates with previous training experience, for which they want to get recognized, can hand their documentation to the Jewellers Association of Namibia (JASSONA), which will consider accepting previous training upon evaluation of such proof.

## **PERSONAL REQUIREMENTS**

A prospective candidate should have practical/technical skills to work especially with tiny articles and fine precision tools. He/she must possess good eyesight, excellent eye-hand co-ordination and be able to concentrate for long periods of time. Creativity is important for designing.

## **WORK OPPORTUNITIES**

Goldsmiths and Jewellers are employed by jewellery manufacturers and retailers. They can also design and make their own jewellery for clients.

## **HAIRDRESSER**

*Hairdressers are responsible for improving the appearance of their clients by cutting, washing, colouring, tinting, curling, plaiting, straightening, perming and styling their hair.*





## **JOB CHARACTERISTICS**

- Having the knowledge of common scalp and hair diseases.
- Studying the client's face, hair and scalp.
- Determining whether the hair is thick/fine or whether it needs a perm for more body.
- Cutting, washing, tinting and weaving hair or shaving and trimming beards
- Giving scalp treatment.
- Fitting wigs according to customer's requirements.
- Plaiting-in hair extensions and styling the braids according to customers' requirements.

## **REQUIREMENTS**

### **Secondary Education**

Minimum requirement of Grade 10 JSC with 20 points or NSSC Grade 12 with D/E symbol in English at some Vocational Training Centres. Relevant experience and English literacy are advantageous to receive in-service training with a suitable employer (i.e. hair salons). Most employers will, however, require higher qualifications.

### **Tertiary Education**

Formal training in Hairdressing can be done at the following institutions: VTC Okakarara, COSDEC and Shadonai.

Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Hairdresser should possess practical skills, as well as creative and artistic abilities. He/she should have good interpersonal skills.

## **WORK OPPORTUNITIES**

Hairdressers are employed by hair salons, TV studios, theatres, film production companies, etc. Self-employment is a possibility after sufficient experience has been gained.

### **Clothing Manufacturing**

#### ***KNITTER***

*Knitters process cotton, wool or similar forms of yarn into clothing, scarves or various other articles of varied colour and texture design.*

## **JOB CHARACTERISTICS**

- Operating a knitting machine to produce various clothing and other items (caps, gloves, ornaments, etc).
- Knitting by hand to produce various clothes and other items.
- Crocheting or making braids by hand.

- Catering for market needs, and maintaining contact with potential customers (schools, boutiques, individuals etc.) to sustain self-employment.

## **REQUIREMENTS**

### **Secondary Education**

There are no specific educational requirements needed, most employers, however, require higher qualifications, i.e. a Grade 10 JSC or equivalent qualification. Relevant experience and English literacy are advantageous to receive in-service training with a suitable employer. Self-employment requires a certain administrative know-how.

## **PERSONAL REQUIREMENTS**

A prospective Knitter should be a creative, self-motivated person, with good eye-hand co-ordination and colour coordination. He/She should also maintain positive human relations.

## **WORK OPPORTUNITIES**

Self-employment is the only feasible option for knitters in Namibia at this point in time. Work prospects depend on the initiative and industriousness of the individual Knitter.

## **SEWING MACHINE OPERATOR**

*Sewing Machine Operators sew pieces of material together in order to produce garments or other finished products. Their sewing machines differ from the usual domestic sewing machines in the sense that they are specifically designed to perform a particular type of sewing job, for example, sewing a straight seam, working on buttons, inserting a zip, etc*



## **JOB CHARACTERISTICS**

- Operating and monitoring machines that combine textile fibres into uniform blends.
- Setting machines each day according to the particular type of sewing job that needs to be performed.
- Ensuring that the materials needed for the sewing job are available.
- Being responsible for one or more specific tasks in the finishing process of garments on a rotating basis.
- Keeping records of the work by filling out a job card after completion of a task.
- Being responsible for detecting possible problems of the machine and reporting these to the supervisor on time.



## **REQUIREMENTS**

### **Secondary Education**

No specific educational requirement is needed; however, relevant experience and English literacy are advantageous to receive in-service training with a suitable employer (i.e. private design schools). Most employers will, however, require higher qualifications.

Recommended subjects: Home Economics

## **PERSONAL REQUIREMENTS**

A prospective Sewing Machine Operator should have practical skills, be able to work under pressure as well as perform repetitive tasks without losing patience and have good eye-hand co-ordination.

## **WORK OPPORTUNITIES**

Sewing machine operators are employed by clothing and textile factories and private designers who manufacture clothes.

### ***TAILOR***

*Tailors design, cut and make clothing according to specific requirements.*

## **JOB CHARACTERISTICS**

- Taking customers' measurements and discussing the required style and material.
- Preparing individual or adapting standard patterns according to customers' requirements.
- Arranging patterns on correct grain of fabric, observing the most economical layout, marking the position to be cut and consequently cutting out garment parts.
- Positioning garments on a dummy-model in order to correct defects.
- Sewing parts of garments together by means of hand or machine.
- Making buttonholes and sewing on fasteners and trimmings.

## **REQUIREMENTS**

### **Secondary Education**

No specific educational requirement is needed, however relevant experience and English literacy are advantageous to receive in-service training with a suitable employer (i.e. informal training in Clothing Design is offered at various community development centres). Most employers will, however, require higher qualifications. Short courses are also offered by Okahao Green Skills Training Centres, ICD in-house

customized short course and Mwachina Training Tailoring Project to mention but a few. Compulsory subjects: None

## **PERSONAL REQUIREMENTS**

A prospective Tailor should work quickly and accurately and have an interest in fashion, colour and style.

## **WORK OPPORTUNITIES**

Tailors can be employed in clothing factories, boutiques, etc. Self-employment is a possibility if sufficient experience has been gained.

## ***CLOTHING PRODUCTION TECHNICIANS***

*Clothing Production Technicians sew pieces of material together in order to produce garments or other finished products. Their sewing machines differ from the usual domestic sewing machines in the sense that they are specifically designed to perform a particular type of sewing job, for example, sewing a straight seam, working on buttons, inserting a zip, etc. They also design, cut and make clothing according to specific requirements.*

## **JOB CHARACTERISTICS**

- Identify the different areas of the clothing industry, design concepts and product development, pattern making and grading, custom garment making, the use of current and new technologies in CAD systems and operations for design and product development, frontline management and effective team-work.
- Do basic pattern selection, alteration and layout.
- Combine colours, fabrics and shapes to sketch and create their own designs.
- Work with new materials, such as micro fibers.
- Produce garments from design specifications using a range of material and sewing techniques.

## **REQUIREMENTS**

### **Secondary Education**

Minimum requirement of Grade 10 JSC with 20 points or NSSC Grade 12 with at least 2 credits in English at some Vocational Training Centres. Relevant experience and English literacy are advantageous to receive in-service training with a suitable employer. Most employers will, however, require higher qualifications.

Compulsory subjects: English

### **Tertiary Education**

The Namibian Institute of Mining and Technology provides a holistic method of training that integrates practical hands on training with theoretical knowledge and background, shaping individuals into experienced, knowledgeable, well qualified, capable recruits geared to enter the commercial and industrial job market.

Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

### **PERSONAL REQUIREMENTS**

A prospective Clothing Production Technician should work quickly and accurately and have an interest and passion for fashion, colour and style.

## WORK OPPORTUNITIES

Clothing Production Technicians can be employed in clothing factories, etc. Self-employment is a possibility if sufficient experience has been gained. The **Clothing Production** occupation equips namibian trainees with the skills needed to take up positions as qualified tailors and textile experts in namibian communities.

## WATCHMAKER

*Watchmakers maintain, repair and set watches according to customers' requests.*

## JOB CHARACTERISTICS

- Maintaining and repairing quartz as well as mechanical watches with the aid of special electronic testing apparatus.
- Repairing mechanical watches by using pliers, screwdrivers and other equipment to remove the watch-mechanism and replacing faulty parts.

## REQUIREMENTS

### Secondary Education

No specific educational requirement is needed but with the possession of at least a Grade 10 or equivalent qualification by some employers. Applicants have to undergo a selection process, entailing an interview as well as an aptitude test.

Recommended subjects: Technical subjects, Mathematics and

Science **Tertiary Education**

There is no formal training available in Namibia. In service training can be followed with some employers and Jewellers.

## PERSONAL REQUIREMENTS

A prospective Watchmaker should be a very accurate and patient worker with a good perception of depth, concentration level and fine eye-hand co-ordination.

### *Work Opportunities*

Watchmakers can be employed by Jewellers, wholesalers selling watches, or manufacturers of watches. Self-employment is a possibility if sufficient experience has been gained.

## MECHANICAL ENGINEERING TRADES

- *Boilermaker*
- *Fitter (fitter-machinery) Turner (turner-machinist)*
- *Sheet Metal Worker*
- *Welder and Fabricator*

## BOILERMAKER

*A Boilermaker manufactures, constructs, repairs structures of steel, boilers, tanks and vats, like pressure vessels for power-stations, petrochemical plants, mine headgears, bridges and oil-drilling platforms.*

## **JOB CHARACTERISTICS**

- Selecting and preparing all the material which goes into the construction of a boiler.
- Marking the material according to other drawings and specifications.
- Cutting plates and material to the correct dimension, desired size and shaping, by using power shears and flame-cutting equipment.
- Straightening, bending, rolling and shaping the material to the required angles and curves, by using a power-press.
- Assembling parts by bolting, riveting or welding.
- Caulking seams and riveting heads.
- Chipping burrs from plate edges.
- Fixing tubes, valves, taps and other fittings into position.
- Pattern development of sheet metals.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a Grade 10 JSC or equivalent qualification is required. A higher qualification is, however, recommended. The candidate must be at least 16 years old.

Compulsory subjects: Mathematics, Physical Science and English

## **Tertiary Education**

Training is provided via any of the three described routes at a Vocational Training Centre, namely: the apprenticeship opportunity, the co-operative opportunity or the vocational trainee opportunity. NIMT and WVTC also offer training courses in boilermaking, it should also be noted that according to the training institution applicants will be required to undergo a full medical examination.

Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

Accuracy, a mechanical aptitude, physical strength, the ability to interpret drawings and a mathematical background, are essential qualities that a Boilermaker should have.

## **WORK OPPORTUNITIES**

Boilermakers are employed by metal and related industries such as mines.

### ***FITTER (fitter -machinery) / TURNER (turner-machinist)***

*A Fitter/ Turner is responsible for dismantling and fitting together of component parts. He/she will, for example, take a gearbox apart and inspect the gears for possible mistakes and damage. The damaged parts will be repaired and the gearbox will again be fitted together. Fitters/Turners use available machine tools, e.g., drills, grinders, lathe, shaping and milling machine to manufacture engine parts and mechanical products, fit these parts to machinery and make necessary adjustments.*

## **JOB CHARACTERISTICS**

- Examining and testing machinery and equipment for faults.
- Dismantling equipment completely and partly to remove damaged and worn-out parts.
- Studying drawings and instructions for necessary detail to determine vital functions and measurements.
- Brazing and welding joints, tempering and hardening metal parts and providing the necessary finish to manufactured items.
- Checking, lubricating and maintaining machinery and other related equipment on a continuous basis and according to maintenance schemes.
- Repairing machine tools.
- Producing turning and milling parts for machinery, according to limited tolerance.
- Repairing turning and milling parts for machinery, according to the manufacturer's specifications
- Maintenance, repair and preventative services on all mechanical equipment.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a Grade 10 JSC or equivalent qualification is required. A higher qualification is, however, recommended. The candidate must be at least 16 years old.

Compulsory subjects: Mathematics, Physical Science and

English **Tertiary Education**

Training is provided via any of the three described routes at a Vocational Training Centre, namely: the apprenticeship opportunity, the co-operative opportunity or the vocational trainee opportunity to obtain apprenticeships or red seal trade diploma. NIMT and Nampower offer training courses in fitting and turning. It should also be noted that the training institutions would have an aptitude test and/ or full medical examination as part of their entry requirements.

Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

Fitters/Turners should be mechanically minded, accurate, patient, have good manual dexterity and use judgement to work with the different tools.

## **WORK OPPORTUNITIES**

Fitters/Turners are employed by engineering firms, mines, garages, factories, etc. Self-employment is a viable option if sufficient experience has been gained.

## ***SHEET METAL WORKER***

*A Sheet Metal Worker makes different articles from sheet metal, which have to be less than three millimetres thick. He/she manufactures objects like switchboards, work benches, steel cabinets, ventilation ducts, manufactures and repairs household utensils.*

### **JOB CHARACTERISTICS**

Selecting sheet metal and marking it for cutting and shaping according to a drawing or other specification

- Cutting metal sheets, using a pattern of manufactured templates as a guide, by hand or machine.
- Measuring and tracing the design onto the metal sheet according to the specification provided by plans, models or drawings.
- Drilling holes and punching rivets and bolts.
- Assembling and joining the fabricated parts of metal sheet by using brazing, soldering, welding, bolting and riveting methods.

### **REQUIREMENTS**

#### **Secondary Education**

Possession of at least Grade 10 or equivalent qualification is required. A higher qualification is however, recommended. The candidate must be at least 16 years old.

Compulsory subjects: Mathematics, Physical Science and English

#### **Tertiary Education**

Training is provided via any of the three described routes at a Vocational Training Centre, namely: the apprenticeship opportunity, the co-operative opportunity or the vocational trainee opportunity. It should also be noted that the training institutions would have a full medical examination as part of their entry requirements.

Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

### **PERSONAL REQUIREMENTS**

A prospective Sheet Metal Worker should have good mechanical and practical abilities, eye-hand co-ordination and should work accurately.

### **WORK OPPORTUNITIES**

Sheet Metal Workers are employed in the mining industry, aerospace industry and contractors that specialise in heating, refrigeration, air pollution equipment etc., or by motor companies. Self-employment is a possibility if sufficient experience has been gained.

## ***WELDER AND FABRICATOR***

*A Welder and Fabricator join two or more pieces of metal together by means of an oxy-acetylene gas flame or with an electric arc, etc. He/she makes and repairs articles and parts of cold sheet metal.*

### **JOB CHARACTERISTICS**



- Reading, interpreting and examining drawings and specifications.
- Marking metal members/types to guide, for instance, cutting, drilling and welding.
- Shaping structure steel in the workshop or at buildings, bridges, ships and other constructions.
- Positioning the parts and preparing the surfaces to be welded.
- Selecting the right torch nozzle and adjusting the flame (gas welding) or selecting the electrode and striking the arc with correct amperage (arch welding) giving regard to the proper work method and material in use.
- Guiding the welding flame or electrode to melt and fuse the work pieces with molten metal from the welding rod or electrode moving the flame or arc along the joint.
- Cleaning and smoothing the welding joints or parts, cutting steel plates, angle iron, tubes, etc. by using power shears, guillotines, etc...
- Bending, shaping and joining the fabricated parts to required specifications.
- Brazing and soft soldering different materials together.

## **REQUIREMENTS**

### **Secondary Education**

Possession of at least a Grade 10 JSC or equivalent qualification is required. A higher qualification is, however, recommended. The candidate must be at least 16 years old.

Compulsory subjects: Mathematics, Physical Science and English

## **Tertiary Education**

Training is provided via any of the three described routes at a Vocational Training Centre, namely: the apprenticeship opportunity, the co-operative opportunity or the vocational trainee opportunity. NIMT also offers training courses in welding and fabricating. It should also be noted that most of the training institutions would have an aptitude test and/ or full medical examination as part of their entry requirements.

Explore other TVET route by consulting NTA and NQA accredited courses and institutions (see back of the book and their websites).

## **PERSONAL REQUIREMENTS**

A prospective Welder and Fabricator should have good eye-hand co-ordination, work accurately and be practically-minded in order to be able to interpret drawings of technical and engineering content.

## **WORK OPPORTUNITIES**

Welders and Fabricators are employed by heavy and light engineering industries, gate and fence industries, etc... Self-employment is a possibility if sufficient experience has been gained.

## **TRADES IN THE PRINTING INDUSTRY**

- Bookbinder
- Desk Top Publishing and Computer to Plate Operators (DTP & CTP)
- Lithographic Machine-Minder
- Printer Mechanic

### ***BOOKBINDER***

*Bookbinders bind printed material and perform other book finishing operations.*

## **JOB CHARACTERISTICS**

- Setting and operating book-binding machines.
- Folding, collating and sewing sheets.
- Compressing sewn books and gilding and marbling page edges if necessary.
- Cutting board and cloth for book cover and spine.
- Embossing lettering on book covers by hand or machine.
- Repairing worn-out book covers.

## **REQUIREMENTS**

### **Secondary Education**

No specific educational requirement is needed however; relevant experience and English literacy are advantageous, though, to receive in-service training with a suitable employer. Most employers will, however, require higher qualifications.

Possession of a Grade 12 NSSC or equivalent qualification is needed by some SADC institutions.

## **PERSONAL REQUIREMENTS**

A prospective candidate should be practically-minded and be able to work accurately.

## **WORK OPPORTUNITIES**

Bookbinders can be employed at public and private printing companies.

## ***DESK TOP PUBLISHING AND COMPUTER TO PLATE OPERATORS (DTP & CTP)***

*Desk Top Publishing and Computer to plate Operators are responsible for the reproduction of articles for printing purposes by using the lithographic and computerized process.*

## **JOB CHARACTERISTICS**

- Typesetting/preparing pictures in single or multi-colour separation to allow for colour printing.
- Making up and laying-out the printing job in the final form including text, graphics, special effects and all other instructions which may be requested by the client.
- Preparing artwork document ready, pdf's and printing plates for the press.

## **REQUIREMENTS**

### **Secondary Education**

With the possession of at least an NSSC Grade 12 or equivalent qualification.

### **Tertiary Education**

Two training options exist for the prospective Photo-Lithographer, namely:

- ☐ Completing an apprenticeship at a company under the supervision of a qualified photo-lithographer.  
The practical training is received in the form of in-service training at a printing company, whereas, theoretical training is provided by distance education offered by registered SADC institutions.
- ☐ One year full-time studies at a registered SADC institution provides both theoretical as well as practical training. Thereafter, a four-week apprenticeship at a printing company under the supervision of a qualified Photo Lithographer/Pre-press technician is necessary before being admitted to a “Final Competence Test”.

This is not a designated trade in Namibia and no formal training is currently offered.

## **PERSONAL REQUIREMENTS**

A prospective candidate should have good colour perception, good eyesight and eye-hand co-ordination.

He/she should further be able to concentrate for longer periods.

## **WORK OPPORTUNITIES**

DTP and CTP operators can be employed in printing companies as well as design studios.

## ***LITHOGRAPHIC MACHINE-MINDER***

*A Lithographic Machine-minder operates a lithographic (printing) machine, which produces printing matter from letterheads to multicolour magazines.*

## **JOB CHARACTERISTICS**

- Setting up and adjusting of machine setting rollers, cylinders and dampers as well as controlling ink flow.
- Ensuring the usage and mounting of correct printing plates.
- Loading of paper rolls or sheets on machine, checking registration, colour densities, quality and uniformity of print, as well as correct folding and cutting.
- Replenishing ink and material supplies, cleaning and oiling presses and other parts of the machine.

## **REQUIREMENTS**

## **Secondary Education**

The possession of a Grade 10 JSC certificate is acceptable. An NSSC Grade 12 or equivalent qualification would, however, enhance the possibility of studying at SADC registered institutions.

## **Tertiary Education**

Two options exist for the prospective Lithographic Machine-minder.

- Completing an apprenticeship at a company, where he/she receives practical in-service training under supervision of a qualified lithographic machine-minder ii) Studying a full-time one-year course at one of the registered, where the student engages in both practical and theoretical training. After completion of the course a student must complete an apprenticeship (minimum 41 weeks) with a suitable employer before being admitted to a “Final Competence Test”.

No formal training is provided in Namibia.

## **PERSONAL REQUIREMENTS**

A prospective candidate must possess a good mechanical/technical aptitude, have good colour perception and be reliable and responsible.

## **WORK OPPORTUNITIES**

Lithographic Machine-minders can be employed at printing houses, newspaper, book, and magazine publishers.

### ***PRINTER MECHANIC***

*Printer Mechanics install and maintain printing machines and printing equipment. A printer mechanic usually specialises in one of the following areas: general, machine-setting, or machines used by stationery and envelope manufacturers.*

## **JOB CHARACTERISTICS**

- Installing, maintaining and repairing a wide variety of machines used in the printing industry.
- Being responsible for precise installation and testing of the equipment to ensure correct functioning.
- Working hand in hand with engineers and electricians to ensure optimal installation.
- Moving equipment if expansion becomes necessary, or when re-arrangement of equipment is needed.

## **REQUIREMENTS**

### **Secondary Education**

No specific educational requirement is needed however; relevant experience and English literacy are advantageous to receive in-service training with a suitable employer. Most employers will however, require higher qualifications. Additional training is offered by printing equipment manufacturers.

## **PERSONAL REQUIREMENTS**

A prospective Pinter Mechanic should be able to read and interpret drawings and diagrams and have mechanical and technical skills.

## **WORK OPPORTUNITIES**

Printer Mechanics can be employed by printing companies.

### ***SKILLS UPGRADING TRADES/COURSES***

*Skills upgrading courses are also offered by some of the above mentioned Vocational Training Centres for people who want to improve their knowledge and technical skills. Those with basic skills who might want to upgrade themselves are advised to contact the previously listed institutions for relevant training information.*

The courses can be divided into two groups with different target populations, namely:

***Basic Skills Upgrading Course*** which targets apprentices and persons from the general public who wish to upgrade their basic technical skills.

The *Advanced Skills Upgrading Course* targets apprentices in their final year or employed people in the industry with at least five years' experience in the relevant field.

No specific educational requirements are set but a certified copy of a document proving that the candidate meets the specified minimum requirement is necessary to enroll for the Advanced Skills Upgrading course.

NUST offers a course in Vocational Education and Training management, where most students who are qualified in a designated trade and have at least three years relevant and valid industrial experience after the completion of their training period at vocational training centres can enroll in order to become vocational trainers or administrators.

For most of the designated trades, training is offered at the Windhoek, Rundu, Zambezi, Valombola, Okakarara, Vocational Training Centres, Namibian Institute for Mining Technology (NIMT), NamPower Training Centre and NamWater Human Resources Development Centre, Institute of Information Technology, KAYEC Trust, DAPP Vocational Training School, Marco Mpollo Vocational Training Centre, and the Institute of Open Learning, Kambaku Hospitality College, National Youth Service, Triumphant College, Wolwedans Foundation Trust, Mapac Technical Training Institute, Telecom Training center, African Hospitality & Tourism, Monitronic Success College, Centre for Training and Project Development.

## **PART D**

### *TRAINING INSTITUTIONS, ENTRY REQUIREMENTS, STUDY FINANCING*

#### *ADMISSION REQUIREMENTS TO NAMIBIAN TERTIARY/TRAINING INSTITUTIONS*

### **UNIVERSITY OF NAMIBIA (UNAM)**

#### *GENERAL ADMISSION CRITERIA FOR UNDERGRADUATE PROGRAMMES*

The admission requirements vary according to the type of qualification you are pursuing.

#### **1. Undergraduate Degree Programmes**

Subject to Faculty Special Regulations, the normal basic requirement for entrance to undergraduate degree programmes shall be a Namibia Senior Secondary Certificate (NSSC), provided that the candidate has passed five subjects normally in not more than three examination sittings with a minimum of 25 points on the UNAM Evaluation Scale, or passed the UNAM Foundation programme with at least a C-average. In case the candidate obtains a D-symbol in English, a minimum of 27 points in five subjects is required. The following will be taken into consideration when computing the point scores:

- the score will be calculated by adding together the points of the best five subjects only;
- one of the five subjects must be a C-symbol in English;

should a specific subject be a prerequisite for entry to a faculty, that subject must also be one of the five subjects counted.

English is a compulsory subject and should normally be obtained at NSSC (English as a Second Language) grade C or better, or at NSSC (English as a First Language) grade D or better.

Candidates with a 2 year diploma (equivalent to 240 NQA credits) from a recognized institution may be granted admission to an undergraduate degree programme, provided that the minimum entry requirement to the diploma was at least 22 points in five subjects on the UNAM Evaluation Scale with English as a Second Language grade D or better.

NOTE: The entry requirements for Engineering training programs are different from the general ones, hence you are referred to the specific engineering careers in this book.

#### **2. Undergraduate Diploma Programmes**

Subject to Faculty Special Regulations, the normal basic requirement for entrance to undergraduate diploma programmes shall be a Namibia Senior Secondary Certificate (NSSC), provided that the candidate has passed five subjects normally in not more than three examination sittings with a minimum of 22 points on the UNAM Evaluation Scale. The following will be taken into consideration when computing the point scores:



- the score will be calculated by adding together the points of the best five subjects only;
- one of the five subjects must be English;
- should a specific subject be a prerequisite for entry to a faculty, that subject must also be one of the five subjects counted.

English is a compulsory subject and should normally be obtained at NSSC (English as a Second Language) grade D or better.

### **3. Undergraduate certificate programmes**

Subject to Faculty Special Regulations, the normal basic requirement for entrance to undergraduate certificate programmes shall be a Namibia Senior Secondary Certificate (NSSC), provided that the candidate has passed five subjects normally in not more than three examination sittings with a minimum of 17 points on the UNAM Evaluation Scale. The following will be taken into consideration when computing the point scores:

- the score will be calculated by adding together the points of the best five subjects only;
- one of the five subjects must be English;
- should a specific subject be a prerequisite for entry to a faculty, that subject must also be one of the five subjects counted.

English is a compulsory subject and should normally be obtained at NSSC (English as a Second Language) grade E or better.

Other school-leaving qualifications may be accepted on their own merit as alternatives and will be evaluated accordingly. Places will be awarded on the basis of merit. Therefore the possession of a Certificate with the minimum score does not necessarily guarantee admission. Entrance is based on places available within the faculties.

Faculty admission requirements are prescribed by each faculty. Prospective students must acquaint themselves with the faculty admission requirements as stipulated by the respective Faculty Special Regulations. Such requirements may include an admission test.

The following scale can be used to determine the points allocated for results that are obtainable with various school leaving certificates. Below is the point evaluation scale system used by UNAM for evaluating qualifications:

Points	NSSC(H)/NSSC (H)	NSSC/NSSC (O)	GCE	GCE	S e n i o r Certificate	Senior Certificate
			A-level	O-level	H i g h e r Grade	Standard Grade
10			A			
9	1		B		A	
8	2	A*	C		B	
7	3	A	D	A	C	A
6	4	B	E	B	D	B
5		C	N or O or subsidiary	C	E	C
4		D		D	F	D
3		E		E		E
2		F		F		F
1		G		G		

### Example:

Student Y passed the following subjects at Grade 12, NSSC level and obtained the corresponding symbols:

- Afrikaans (2nd Language) D = 4 Points
- English (2nd Language) C = 5 Points

- Mathematics B = 6 Points
  - Accountancy A = 7 Points
  - Economics B = 6 Points
  - Business Studies C = 5 Points
- Add five best subjects: 29 points

Student Y has exceeded the 25 point requirement, which will give him/her the opportunity to gain entrance to UNAM.

### **UNAM's 'Mature Age Entry Scheme'**

Students who want to gain access to UNAM through this scheme must satisfy the following criteria:

- They should be at least 25 years old on the first day of the academic year in which admission is sought;
- They should preferably have successfully completed junior secondary education (senior secondary education for School of Medicine, School of Pharmacy, Faculty of Engineering and Information Technology, Bachelor of Accounting (Chartered Accountancy), Bachelor of Law (Honours)); and
- They should normally have proof of at least five years relevant work experience relating to the proposed study programme.

The applicants will be required to sit for the Mature Age Entry Test, which will consist of three / four papers:

- Paper 1: An English Test;
- Paper 2: A General Knowledge Test;

Paper 3: A Numerical Ability Test;

Paper 4: A Faculty Specific Test (where applicable).

Candidates who, in the opinion of the relevant Faculty, merit further consideration may be called for an interview before the final selection is made.

### **Mature Age Admission Requirements (Qualification specific)**

Applicants applying for the School of Medicine should be in possession of a Grade 12 Certificate.

Candidates should pass all papers as set out above, with an overall average of 60%.

Applicants applying for the School of Pharmacy should be in possession of a Grade 12 Certificate. Candidates should pass all papers as set out above, with an overall average of 55%.

Applicants applying for the Faculty of Engineering and Information Technology, Bachelor of Accounting (Chartered Accountancy) and the Bachelor of Laws (Honours) should be in possession of a Grade 12 Certificate. Candidates should pass all papers as set out above, with an overall average of 60%.

## **NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY (NUST)**

### **General Admissions Requirements:**

Admission is based on completion of Grade 12 or equivalent qualification with a maximum of five qualifying subjects which must yield a score of at least 25 points including at least an E symbol or better in English on the NSSC (O) level.

Points	NSSC(H)/NSSC (H)	NSSC/NSSC (O)	GCE(A)/	GCE(O)	Angolan	South Africa		
						Higher Grade	Standard Grade	NSC (New)
10	1		A			A		
9	2		B			B		
8	3		C	A		C	A	7
7	4	A	D	B	18 – 20	D	B	6
6		B	E	C	16- 17	E	C	5

5		C		D	14- 15	F	D	4
4		D		E	12-13		E	3
3		E			10-11		F	2
2		F			8-9			1

#### **Admission based on Age and Maturity:**

- Have reached the age of 23 years on 1 January of the academic year for which admission is sought.
- Normally have completed their full-time school or college education at least three years before the academic year for which admission is sought. Selection for mature age entry will be, by means of appropriate written entrance tests, three years relevant work experience, satisfactory references and passing of the NUST language proficiency test in English at a level which enables them to commence programmes of study as approved by Senate.

#### **Conditional admission based on technical or equivalent examinations**

Where candidates are in possession of the National Commercial or Technical Certificates with four course credits or an equivalent qualification but do not have the necessary language qualification in English, such candidates:

- have to pass the ‘NUST Language Proficiency Test’ in English at a level which enables them to enter their programmes successfully,

- shall not be admitted to the second semester of study unless they have passed English at NSSC level with a Grade E symbol,
- have to pass an equivalent course in English which is approved by Senate.

### **Conditional admission based on work experience, age and maturity at the NUST**

Candidates who do not comply with the academic requirements for admittance to the NUST may be conditionally admitted for instruction and training, subject to such requirements as may be determined by Senate for admission to specific courses of study, provided that such candidates:

- are at least 23 years old on January of the academic year concerned,
- convince an evaluation panel that they have at least three years appropriate work experience relating to the proposed study programme,
- have passed the 'NUST Language Proficiency Test' in English at a level, which enables them to enter the study programmes approved by Senate.

### **Admission Requirements for Bachelor of Technology**

- For candidates to be admitted to the Bachelor of Technology Degree, they should be in possession of a National diploma or other recognized equivalent qualification. In some cases candidates may be required to have at least one to two years working experience.

NOTE: The entry requirements for Engineering training programmes are different from the general ones, hence you are referred to the specific engineering careers in this book.

## **ARTS INSTITUTIONS**

### **COLLEGE OF THE ARTS WINDHOEK**

**Entry requirement:** Basic communication skills. There are different departments and each department has its own specific requirement.

#### **Music Section**

Department of keyboard instruments:

Beginners as well as advanced students are accepted. Beginners wishing to study the Organ and the Harpsichord must have passed a Grade 4 piano examination.

Department of theory, Classical Guitar, Singing, Percussion and African Performing Arts:

Prospective composition students must have reached at least a Grade 5 in music theory. All music students at the College of the Arts are strongly advised to enrol for theory of music. The starting age for Classical Guitar is approximately 10 years. The starting age for Singing is approximately 16 years, depending on the physical development of the prospective student.

Department of Orchestral Instruments:

For the Recorder the starting age is approximately eight years, whereas the starting age for the Wind instruments is approximately 11 years. The starting age for String Instruments depends on the physical and intellectual development of the prospective student.

#### **Dance Section**

Ballet:

Minimum age for students wishing to enrol for ballet tuition is five years.

### **Drama Section**

Drama is offered from the age of seven to 16 years

### **Visual Arts Section**

No children younger than six are accepted. Secondary school pupils as well as adults receive tuition in drawing and painting. Prospective students must have, apart from the necessary interests, a degree of talent, perseverance and dedication.

The College of the Arts also offers a three year Diploma in Product Development. Prospective students must be at least 18 years old. All applicants for this course must submit a portfolio of their own original work. A Grade 12 school qualification is highly recommended. However, people with a Grade 10 school qualification or practising artists without any formal school qualification may also apply.

## **Media Section**

### **Media Arts Technology Studies (MATS)**

MATS provides the opportunity to school leavers who have obtained Grade 12. It is essential that all applicants have the ability to communicate well in English. All applicants must pass an English communication assessment to gain entry to the required Induction Workshop for Applicants. All applicants who follow this essential workshop must pass a set internal evaluation (with Minimum of 60%) to gain entry to the course. It should be noted that only applicants who obtain results that fall within the top available 60 places will be accepted for the course.

#### **Adult Students:**

In the case of most instruments (with the exception of Electronic Keyboard, Classical Organ and Singing), adult beginners are not generally accepted for tuition. Although adult students who have reached a standard of approximately Grade 4 may enter for an evaluation assessment, it is not the intention that adults be allowed to continue entering for evaluation assessments year after year.

### **JOHN MUAFANGEJO ART CENTRE**

**Entry requirements:** Basic command of English

## **AVIATION INSTITUTIONS**

### **NAMIBIAN AVIATION TRAINING ACADEMY**

**Entry requirements:** Applicants must be between 18 – 24years old. Applicant must have a pass in Mathematics, Physical science on NSSC/H Grade 12 or equivalent. Meet the ICAO English proficiency requirements (pronunciation, fluency, comprehension, vocabulary and interactions). Applicant must meet the medical fitness requirements as laid down in the Namibian Civil Aviation Regulations.

### **WINDHOEK FLIGHT TRAINING CENTRE**

**Entry requirements:** Grade 12 with a pass in physical science, geography and mathematics although these are not compulsory you must be at least **16 years of age** to qualify for a Student Pilot License. (This means that he or she can receive dual instruction and can go solo.) You must also be medically fit and be able to pass a medical examination by an approved Aviation Medical Examiner. The medical examination includes chest X-rays, an ECG, vision and hearing tests.

There is no other basic minimum requirement, but you need to be literate in English and be able to understand basic mathematics. The three basic requirements for becoming a good pilot are common sense, good co-ordination and a willingness to stay within the boundaries of both flight regulations and personal piloting ability.

## **BEAUTY INSTITUTIONS**

### **SHADONAI BEAUTY SCHOOL**

**Entry requirements:** Grade 12 or a Grade 10. Candidate must be 21 years and be passionate about people.



**Entry requirements:** Certificate Level-Grade 12 (or Grade 10 with relevant experience) with at least five passes or recognition of prior learning.

Diploma Level-Students should have passed at least three out of five subjects at certificate level, or five passes at Grade 12 or recognition of prior learning.

Advance Diploma Level-Students should have passed all certificate and diploma level subjects or should have an equivalent Diploma from a reputable institution of higher learning that is internationally recognised.

### **DERMASHAFT ACADEMY**

Grade 10 or Grade 12 or Mature persons with experience.

### **HEALTH INSTITUTIONS**

#### **NATIONAL HEALTH TRAINING CENTRE (MOHSS)**

**Entry requirements:** see the programmes below:

## **Nursing**

### **Entry requirements:**

#### **Certificate**

Grade 12 with at least 50% qualifying subjects including English, Maths and a health related Science subject with symbol E or Higher with a minimum aggregate of 20 points.

#### **Diploma**

Grade 12 Certificate with at least 24 points in 5 subjects including Biology/  
Physical Science/Math with a D in or higher in English.

## **Radiographic Assistants' Training Programme**

#### **Certificate**

### **Entry requirements:**

Requirements: Grade 12 with at least 50% qualifying subjects including English, Maths and a health related Science subject with symbol E or Higher with a minimum aggregate of 20 points.

### **Other requirements**

On admission to the course, the trainee is required to:

- Register with the Radiography Board of Namibia
- Register as a radiation worker with the Radiation Protection Services

## **Pharmacist Assistants' Training Programme**

#### **Certificate**

### **Entry requirements:**

Grade 12 with at least 50% qualifying subjects including English, Maths and a health related Science subject with symbol E or Higher with a minimum aggregate of 20 points.

\*Intake for Radiographic Assistants' Training Programme takes place every second year.

## **WELWITCHIA HEALTH TRAINING CENTRE**

### **Entry requirements**

#### **Diploma**

Grade 12 with 23 Points in Six (6) Subjects including Mathematics & Physical Science and an E symbol in English.

#### **Bachelor Degrees**

Must be at least 18 years of age with a Grade 12 Certificate and 25 points in Six (6) subjects, a D Symbol in English or Enrolled nurses with more than a year of working experience may apply with minimum 22 points and an E symbol in English at Grade 12 level.

## **HOSPITALITY AND TOURISM (see NTA accredited courses at the back of this book)**

### **NAMIBIAN ACADEMY FOR TOURISM AND HOSPITALITY (NATH)**

**Entry requirements:** No entrance qualification for enrolment is required except prerequisites for certain courses. Otherwise lectures are open to anyone interested in learning more about Namibia. On an adult education principle, all lectures are held in English, therefore applicants must be conversant with English.

### **NAMIBIAN INSTITUTE OF CULINARY EDUCATION (NICE)**

**Entry requirements:** chefs or people that already have 2-3 years' experience in the field of professional cooking/catering and want to enhance and upgrade their knowledge to a professional level in the area of a senior Chef.

### **NAMIB RAND SAFARIS (THE WOLWEDANS FOUNDATION)**

**Entry requirements:** A Grade 10 or 12 certificate with experience in the hospitality industry.

## **PRIVATE COLLEGES**

### **BUSINESS SCHOOL OF EXCELLENCE NAMIBIA**

**Entry requirement:** Grade 10 with experience or Grade 12 passes with an E symbol in English (40%).

### **MONITRONIC SUCCESS COLLEGE**

**Entry requirements:** Grade 10 with a 50% pass of the entrance test or Grade 12 with at least minimum of G Symbol in English.

### **THE INSTITUTE OF INFORMATION TECHNOLOGY (IIT)**

**Entry requirements:** Applicants must be conversant with English. A Grade 12 pass would be an advantage.

### **THE INTERNATIONAL UNIVERSITY OF MANAGEMENT (IUM)**

**Entry requirements:**

An NSSC (Higher grade) in four subjects with symbols 1-4

or a Grade 12 Senior Certificate NSSC (Ordinary) with a minimum of a C in English, a pass in Mathematics and a C in three subjects totalling 25 points or more.

### **INSTITUTE OF BANKERS**

**Entry requirements:** A NSSC Grade 12 with 25 points in six subjects and an E Symbol in English.

### **INTERNATIONAL TRAINING COLLEGE LINGUA (ICTL)**

**Entry requirements:** A Grade 10 or 12 or Equivalent Certificate with 17 or 25 points.

### **INTERNATIONAL TRAINING AND EDUCATION CENTRE FOR HEALTH**

**(ITECH) Entry requirements:** Grade 10 Certificate and a good command of English

### **INSTITUTE FOR OPEN LEARNING (IOL)**

**Entry requirements:** See the programmes

### **Degrees, Diplomas & Specialised Certificate Courses**

- Advanced Certificate in Senior Primary Education (ACPE)  
Grade 12 or equivalent qualification+ three year recognised Education Qualification (BETD etc)  
plus three year teaching experience
- Bachelor of Education: Senior Primary (BESP)  
Grade 12 or Equivalent with a minimum of 23 points with at least a C Symbol in English.
- Bed (Hons)

A level 7 teacher qualification or BETD plus an advanced certificate on a level 7; and 1 year teaching experience.

- Diploma in Education for Post-Graduate Students  
A Bachelor Degree containing 2 school subjects
- Diploma in Secondary Education  
Grade 12 with 22 points in five subjects, a C Symbol in English or D as First language.
- Diploma in Junior Primary Education  
Grade 12 with 22 points in five subjects, a C Symbol in English or D as First language.
- Diploma in Junior Primary Education (DJPE)  
Grade 12 with 22 points in five subjects, a C Symbol in English, a D Symbol in Mathematics and a Mother tongue subject.
- Diploma in Pre-Primary Education  
Grade 12 with 22 points in five subjects, a C Symbol in English, a D Symbol in Mathematics and a Mother tongue subject.
- Diploma in Policing: Certificate in Policing

- Namibia Senior Secondary Certificate (NSSC Grade 12) Ordinary Level years or Older. International Computer Driving Licence (ICDL)  
No entry requirements
- Microsoft E- Training (MET)  
No entry requirements
- Graphic Design and Web Development
- Network and Computer Systems Administrator (N+)
- IOL in collaboration with IUM presents various Business qualifications (See NQA at the back of this book or NQA website).
- 

## **MINISTRY OF SPORTS, YOUTH AND NATIONAL SERVICES**

### **YOUTH SKILLS TRAINING CENTRES**

**Entry requirements:** Grade 10 or 12 with passes in English, Mathematics and Physical Science. Candidates should be between ages 18 and 25.

- **BERG AUKAS YOUTH SKILLS TRAINING CENTRE**
- **FARM DU PLESSIS SKILLS TRAINING CENTRE**
- **FRANS DIMBARE YOUTH SKILLS TRAINING CENTRE**
- **KAI/GANAXAB YOUTH SKILLS TRAINING CENTRE**
- **OKAHAO YOUTH SKILLS TRAINING CENTRE**

### **TECHNICAL COLLEGES AND VOCATIONAL TRAINING CENTRES (See NTA Accredited training Colleges at the back of this book).**

**CENTRE FOR TRAINING AND PROJECTS DEVELOPMENT (CTPD - National Institute of Technology)**

**Entry requirements:** Grade 10 with 23 points in 6 subjects or Grade 12 with 25 points in 5 subjects.

**COSDEC (Ondangwa, Otjiwarongo, Rundu, Opuwo, Swakopmund)**

**Entry requirements:** Grade 10 or 12.

### **DAPP VOCATIONAL TRAINING CENTRE**

**Entry requirements:** A minimum of 5 good passes in Grade 10 or Grade 12 including Mathematics and English.

### **NAMIBIAN INSTITUTE OF MINING AND TECHNOLOGY (NIMT)**

#### **Apprenticeship/Vocational Trainee**

**Electrical Field of Study** (Air-conditioning & Refrigeration, Autotronics, Electrician, Instrumentation and Millwright – Electrical)

**Entry requirements:** NSSC grade 12 certificate or equivalent qualification with at least 14 points in the 5 best subjects, of which at least 4 credits in Mathematics, Science and English (at first or second language) respectively. Preference will be given to students with higher grades. Must be declared healthy and fit by a medical practitioner.

**Mechanical Field of Study** (Boilermaker, Diesel Mechanics and Fitting & Turning).

**Entry requirements:** NSSC grade 12 certificate or equivalent qualification with at least 11 points in the 5 best subjects, of which at least 3 credits in Mathematics, Science and English (at first or second language) respectively. Preference will be given to students with higher grades. Must be declared healthy and fit by a medical practitioner.

**Building and Civil Field of Study** (Bricklaying & Plastering, Carpentry & Joinery and Plumbing & Sheetmetal work)

**Entry requirements:** NSSC grade 12 certificate or equivalent qualification with at least 8 points in the 5 best subjects, of which at least 2 credits in Mathematics, Science and English (at first or second language) respectively. Preference will be given to students with higher grades. Must be declared healthy and fit by a medical practitioner.

## Clothing Production

-

### Entry requirements:

NSSC grade 12 certificate or equivalent qualification with at least 8 points in the 5 best subjects, of which at least 2 credits in English (at first or second language). Preference will be given to students with higher grades. Must be declared healthy and fit by a medical practitioner.

### Skills Upgrading Trainee

**Entry requirements:** Minimum Grade 6 with a pass in Mathematics, Physical Science and English, which is our official language.

Trainee has to undergo an evaluation test with the NIMT to establish trainability/recognition of prior learning.

Trainee must be English literate.

Minimum of three years job experience. (Copy of “Service Record” is a prerequisite and therefore must be handed to the Registrar when the trainee registers for the evaluation test).

Must be employed to enable the trainee to complete the prescribed tasks before entering for the next Level.

### Special Training/Artisan Assistant Trainee

At least 16 years of age.

Early school leavers with Grade 10 or lower will be given preference.

No trade with an electrical background will be considered for this training route.

### Admission Point System

NIMT		
POINTS	NSSC (H)/ HIGCSE	NSSC (O)/ IGCSE
10	1	
9	2	
8	3	
7	4	A, A+
6		B
5		C
4		D
3		E
2		F
1		G



**Entry requirements:** Grade 10 or 12 with passes in Mathematics, Science and English. A D symbol in each subject or an E symbol will be considered. For Electrical General a pass in Mathematics and Science with a D-symbol is required. Candidates will be required to undergo an aptitude test.

## **TRANSNAMIB**

### **Entry requirement:**

Grade 10 or 12 with a pass in Mathematics and Science

## **WINDHOEK VOCATIONAL TRAINING CENTRE**

### **Entry requirement:**

- Pass grade 10 with Maths, Science and English
- Minimum age 16.

## **THEOLOGICAL EDUCATIONAL INSTITUTIONS**

### **NAMIBIA EVANGELICAL THEOLOGICAL SEMINARY (NETS)**

#### **Entry requirements:**

Certificate in Christian Ministry: Grade 12 matriculation is required, but there is no requirement for total points.

Diploma in Theology (Dip.Th.): Grade 12 matriculation with 25 points (or Grade 10 and have completed the

NETS Bridging Course.

Bachelor of Theology (BTh): Grade 12 matriculation with 25 points.

## **PHILIPPI TRUST NAMIBIA**

**Entry requirements:** The requirements depend on the course one chooses to follow and targets people who have a passion for helping people and are preferably already in that field of counselling.

- National Certificate in Counselling Services (Level 3) Community Counselling Counselling Level 1: Introductory course in Christian and other models of counselling

Level 2:

Level 3: Should have done Counselling levels 1 & 2.

- National Diploma in Counselling Services (Counselling Supervision)  
Grade 12 Certificate with a pass in English – or equivalent and a – or equivalent

- Counselling in HIV/AIDS

Requirements: Compulsory attendance for the duration of the course- 5 day

- Psycho-social support for orphans & vulnerable children

Requirements: Must be a youth who loves children and likes working with children to help them develop to their full potential

## **ST. CHARLES LWANGA MAJOR SEMINARY**

### **UNITED LUTHERAN THEOLOGICAL SEMINARY (Paulinum)**

**Entry requirements:** Grade 12, 21 points in five subjects, at least an E in English. Students must be recommended by their home congregations. To be admitted for the Diploma of Theology, students must have completed the Pastoral Certificate or do both concurrently.

### **NAMIBIAN MARITIME AND FISHERIES INSTITUTE (NAMFI)**

**Entry requirements:** A Grade 12 certificate with a pass in English, Mathematics and Science is required and candidates will be expected to undergo medical tests and an eye test. See table for specific course requirements.

Course	Requirements
<b>Deck Officer Class 6. Mate II:</b>	Grade 12 with Mathematics, English & Physical science OR Fisherman Grade 4 Certificate of Competence (CoC)

<b>SkipperII-STCW-95 F</b>	OR Grade 10 with Mathematics, English & Physical science supported by 36 months sea time as Deckhand
<b>Deck Officer Class 5 Mate I/Skipper I, STCW-95 F (include medical care only)</b>	Deck Officer Class 6 (CoC) OR Fisherman Grade 3
<b>Deck Officer Class 4</b>	Deck Officer Class 5 (CoC)
<b>Fisheries Inspector and Observer course</b>	As per requirements of the Ministry of Fisheries and Marine Resources (MFMR) and the Fisheries Observer Agency (FOA)
<b>Marine Engineer Officer Class 6-STCW-95 F</b>	Grade 12 with Mathematics, English and Physical science supported by 12 months at sea or Marine Motorman Grade 2 ticket OR Grade 10 with Mathematics, English and Physical science supported by 36 months sea time as Engine Room rating
<b>Marine Engineer Officer Class 5 STCW-95 F</b>	Marine Engineer Officer Class 6 (CoC) OR Marine Motor Grade 1 ticket

<b>Marine Engineer Officer Class 4 (Operational level)- STCW-95</b>	Marine Engineering Officer Class 5 (CoC)  OR  Old Marine Engineer Officer Class 4
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## **YOUTH SKILLS TRAINING CENTRES**

### **COMMUNITY EDUCATION COMPUTER SOCIETY**

**Entry requirements:** Basic Computer Literacy - Grade 10 or 12 certificates.

### **EENHANA MULTI-PURPOSE YOUTH CENTRE**

**Entry requirements:** Grade 10 certificate with a basic command in English. Applicants must be between ages of 16-35.

### **KATUTURA YOUTH ENTERPRISE CENTRE (KAYEC)**

**Entry requirements:**

- Candidates must be 15 to 35 years old
- Applicants should have completed a minimum of Grade 10 at school. If not he/she should be able to write, speak and understand (communicate) in English.

### **OSHAKATI MULTI-PURPOSE YOUTH RESOURCE CENTRE**

**Entry requirements:** Individuals must be between ages 15-35

### **COMMERCIAL ADVANCEMENT TRAINING SCHEME**

**Entry Requirements:** Grade 12 with a minimum of 25 points at NSSC level with a D symbol in Mathematics and English or 23 years of age with three years of work experience (any industry) and passing the entry test in English and Mathematics.

### **NAMIBIA EDUCATIONAL ASSISTANCE COLLEGE**

**Entry requirements:** Grade 10 or 12 Certificate. Candidates must be 16 years and older.

### **NAMPOWER TRAINING CENTRE**

**Entry Requirements:** Possession of a Grade 12 certificate with an average of a C symbol in Mathematics, Physical Science and English. Candidates must be between 18 and 25 years.

### **!NARA TRAINING CENTRE**

**Entry requirements:** Grade 12 pass is preferred but a Grade 10 certificate is acceptable for any field of enrolment.

## **TERTIARY EDUCATION OPPORTUNITIES IN NAMIBIA**

- **Tertiary Education Institutions in Namibia:**
- **University of Namibia**
- **Namibia University of Science and Technology**
- **International University of Management**
- **Technical Colleges and Vocational Training Centres**
- **Namwater HRDC**
- **Nampower Training Centre**
- **NIMT**
- **COSDEF**
- **Centres for Upgrading School Results - NAMCOL and TUCSIN**
- **NEAC**
- **NTA**
- **Tourism and Hospitality Training Institutions - NATH**
- **Youth Skills Training Centres**

- ▶ **Private Colleges**
- ▶ **Theological Educational Institution**
- **Institutes providing Training Programmes for Small and Medium Enterprises (SMEs)**

## **Difference between a University, a Polytechnic and a Technical College**

### **University**

A University offers degree courses as well as a few diploma courses. A degree course takes a minimum of four years to complete. University training consists of mainly theoretical training in a specialised field. At the same time many degree courses are structured in such a way as to expose students to the general principles of other subject areas as well. A high degree of specialisation normally sets in at postgraduate level, meaning Honours, Masters, and Doctoral levels of study. Professional careers such as medicine and law are only offered at universities owing to the high degree of specialisation.

### **Polytechnic**

A Polytechnic offers mainly diploma and certificate courses, as well as degree courses in the case of South African technikons and usually take three years to complete. A Polytechnic focuses more on the technical study fields with an enhanced practical stance on training, as one third (e.g. one year) of the study period consists of on-the-job training and experience. The apparent advantage of this system is the fact that students are exposed to the world of work at an early stage and that high-quality work and motivation might lead to full-time employment very quickly after graduation. In this sense, the technikon graduate certainly has an edge over his/her peers graduating from university.

### **Technical College / Vocational Training Centre**

Technical colleges offer training of a highly practical nature, mainly in the trades. Examples of such trades are automotive mechanics, fitting and turning, carpentry, etc. Because of the technical nature of this training the practical hands-on component of instruction by far outweighs the theoretical component. The higher a person's school qualification the higher the entry level at a technical college or vocational training centre. Training varies from a few months to three years and relevant certification is received after the successful completion of studies. Persons who have obtained an NTC 6 or an equivalent qualification can enrol at a technikon. In Namibia good artisans and craftsmen/women are in high demand.

## **Tertiary Education Institutions:**

### **University**

#### **UNIVERSITY OF NAMIBIA (UNAM)**

The University of Namibia is one of the centres for higher learning that provides part-time, full-time and distance education courses at degree and diploma levels. To be admitted to UNAM, a possession of an NSSC Grade 12 or equivalent qualification with passes in at least five subjects and 25 points on the UNAM point evaluation scale is required.

Completion of an undergraduate degree course takes a minimum of four years at UNAM. However, at other universities in the region and abroad degrees are obtained within three years. Students may pursue postgraduate studies if they wish to do so. Postgraduate qualifications that can be obtained through UNAM are postgraduate diplomas, Master degrees and Doctoral degrees.

#### **GENERAL DESCRIPTION OF STUDY**

##### **FIELDS - UNAM FACULTIES**

#### **FACULTY OF AGRICULTURE AND NATURAL RESOURCES COURSES OF STUDY:**

##### **Diplomas**

High Diploma in Agriculture

High Diploma in Animal Health

High Diploma in Natural Resources Management





## **Degrees**

### **Bachelor of Science Honours**

- ▶Agricultural Economics
- ▶Animal Science
- ▶Crop Science
- ▶Food Science and Technology
- ▶Fisheries and Aquatic Science
- ▶Integrated Environmental Science
- ▶ Wildlife Management & Ecotourism

### **Bachelor of Agriculture Honours**

- ▶Veterinary Medicine

## **ADMISSION REQUIREMENTS**

### **Diploma programmes**

In addition to the General Admission Requirements, candidates wishing to enrol for diploma programmes in the Faculty of Agriculture and Natural Resources (FANR) must have obtained at least a D Symbol in English and Mathematics and at least a D in any two of the following subjects: Biology, Agriculture or E in Physical Science or Geography, in NSSC O level or its equivalent.

### **Degree programmes**

In addition to the General Admission Requirements, candidates wishing to enrol for undergraduate degree studies in the Faculty of Agriculture and Natural Resources (FANR) must have obtained a grade C or better in NSSC O level or a recognised equivalent, in Biology and Mathematics, and not less than a grade D in Physical Science, Physics or Chemistry or Geography (for Environmental science courses).

Candidates who meet these criteria, but who might have obtained a D grade in Mathematics at NSSC-O level or its equivalent, may be admitted provided that they have scored a minimum of 27 points from five subjects, including English, Biology, Mathematics and Physical Science, Physics or Chemistry, on the UNAM Evaluation Point Scale.

Candidates for the Bachelor of Veterinary Medicine (BVM) Programme, will have the following minimum criteria: NSSC (O or H) or equivalent qualification with a minimum of 30 points and a minimum B symbol or grade 3 in Biology and Mathematics and a minimum B symbol or grade 3 in Physical Science or Chemistry. Candidates with a score of C in English at NSSC (O) and a minimum of 32 points, will also be considered. Such candidates will be required to register for Communication and Study Skills (LCE3419).

## **DURATION OF STUDY**

The B.Sc. degree programmes will normally be completed in four years full-time and the Diploma programmes normally in three years. The B.Sc. degree programme cannot be completed in less than four years of full-time study, unless a student is granted credits on the basis of studies completed elsewhere, and / or for another qualification. The course of study must be completed within six years of full-time registration, unless permission is granted by Senate for this period to be exceeded.

The BVM is a full-time study course of six years, while the maximum full-time study period will be the minimum full-time period of study for that degree plus two years.

## **CAREER POSSIBILITIES**

### **Agriculture**

Agricultural Extension Officer, Farm and Scheme Production Manager, Agricultural Economist, University Lecturer, Expert with local and international organisations dealing with agricultural issues e.g. FAO, World Bank & FAD, Agricultural Policy Analyst.

## **Animal Science**

Research Officer Trainee, Extension Officer (livestock), Secondary School Teacher (Agriculture), Training Officer (Colleges of Agriculture), Farm Manager (ranches, mixed farms, game farms), Feed Supervisor (in feed manufacturing firms), Meat Industry (abattoir, carcass grading), Nutritionist, Breeder, Geneticist, Molecular Biologist, Biotechnologist, Production Systems Specialist, Forage (pasture & fodder) Agronomist, Range Management Specialist, Game Production Specialist, University Lecturer.

## **Crop Science**

Extension Officer, Research Officer Trainee, Training Officer (Agricultural Colleges), Secondary School Teacher, Farm Manager, Crop Production Officer, Scheme Manager, Soil Scientist, Crop Physiologist, Agricultural Engineer, Entomologist, Irrigation Specialist, Horticulturalist, Plant Pathologist, Pasture Scientist, Weed Scientist, Soil Microbiologist, Biotechnologist, Seed Scientist, Agronomist, Crop Breeder, University Lecturer.

## **Food Science and Technology**

Food Quality Controller, Food Technologist, Food Engineer, Nutritionist, Biochemist, Microbiologist.

## **Natural Resources**

Line (or Plant) Manager, Quality Control Officer/Manager, Research Officer Trainee, Fish Farmer, Fish Farm Manager, Fish Biology Teacher, Aqua culturist/Mari culturist, Research Scientist (Research in Fisheries Biology, Oceanography, Environmental Science, Bio-economics and Quality Control), Aquaculturist, University Lecturer/Professor, Gear Technologist, Mari culturist.

## **Veterinary Medicine**

Veterinarian, Veterinary Epidemiology, Veterinary Public Health and food safety, Veterinary Livestock Economics, Veterinary Jurisprudence, Lecture or Researcher.

## **FACULTY OF ECONOMICS AND MANAGEMENT SCIENCE**

### **COURSES OF STUDY**

#### **Certificates**

**Refer to general admission requirements.**

Certificate in Accounting & Auditing

Certificate in Taxation & Management

#### **Diplomas**

Diploma in Accounting & Auditing

Diploma in Business Administration

Diploma in Entrepreneurship and New Venture Management

Diploma in Local Government Studies

### **Honours Degrees**

Bachelor of Accounting

Bachelor of Accounting (Chartered Accountancy)

Bachelor of Business Administration

▶B.B.A (Banking and Finance)

▶B.B.A (Entrepreneurship)

▶B.B.A (Human Resources Management)

▶B.B.A (Marketing Management)

Bachelor of Economics

Bachelor of Public Management (Hons)

## **ADMISSION REQUIREMENTS**

### **Certificates**

NSSC with 17 points in five subjects; with an E symbol in English or candidates should pass the UNAM Mature Age Entry Scheme Examination.

### **Diplomas**

Certificate in Taxation and Management/Accounting and Auditing from UNAM or its equivalent with five years relevant working experience or a NSSC 22 Points in 5 subjects with at least a D symbol in English.

### **Honour Degrees**

In addition to the General rules, a C symbol in English as a second language or as a First Language with a D symbol at NSSC (O); Mathematics with a C symbol is compulsory for Bachelor of Accounting; Mathematics with a D symbol is compulsory for Bachelor of Economics.

Candidates wishing to take the CA Route in Bachelor of Accounting should have obtained a NSSC with 30 points in five subjects; a C symbol in English as a second language or as a First Language with a D symbol and at least a B in Mathematics. Preference will be given to those with accountancy at school level. If a candidate obtains a C symbol at Core level Mathematics; then a B symbol at Ordinary level Accountancy must be obtained with 32 points.

## **DURATION OF STUDY**

All degree programmes in the Faculty have a minimum of four years and a maximum of six years of study. The diploma programmes have a minimum of two years and a maximum of three years of study, whereas the certificates have a minimum of one year and a maximum of two years of study.

## **CAREER POSSIBILITIES**

### **Accountancy:**

Chartered Accountant, Auditor, Tax Consultant, Internal Auditor, Cost Accountant, Lecturer, Bookkeeper, Financial Analyst, Financial Accountant.

### **Business Administration:**

Personnel Practitioner, Management Consultant, Lecturer, Entrepreneur, Marketing Practitioner, Management positions in the private and public sector, Strategic Planner, Careers in business and commerce, Human Resource Consultant, Entrepreneur, Financial and Investment Practitioner, Banker.

### **Public Administration and Political Studies:**

Political Analyst, Lecturer, Diplomat, Consultant, Civil Servant, Politician, International career with international organisations, International Relations Officer, Administrator, Researcher.

**Economics:**

Economic Affairs, Researcher, Development Economist, Investment Analyst, Trade Promotion Officer, Dealer, Stock Broker, Economist, Economic News Reporter.

**Local Government:**

Possible employment is in any Regional or Local authority and civil service, non-governmental organisations.

## **FACULTY OF EDUCATION**

### **COURSES OF STUDY**

#### **Diploma**

Diploma in Junior Primary Education

Diploma in Lifelong Learning and Community Education

#### **Honours Degrees**

Bachelor of Education (Adult Education and Community Development)

Bachelor of Education (Pre-Primary and Lower Primary)

Bachelor of Education (Mathematics and Science)

Bachelor of Education (Secondary)

Bachelor of Education (Upper primary)

### **ADMISSION REQUIREMENTS**

In addition to the General Admission Requirements, candidates wishing to join the Faculty and who want to take modules in the Department of Human Movement Studies, must be in possession of a valid medical certificate attesting to the student's good health. The Department of Science and Mathematics Education will also require candidates to satisfy the requirements for entry to the Faculty of Science, for those taking Science and Mathematics modules and a pass in Biology for those intending to do Home Economics and related areas. See the section on Education Professions in this book for specific degree requirements.

### **DURATION OF STUDY**

The degree programmes have a minimum of four years and a maximum of six years of study. The diploma programme has a minimum of three years and a maximum of four years of study.

### **CAREER POSSIBILITIES**

Employment can be found in all teaching and educational fields. The major subjects determine the subject field.

## **FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY**

### **COURSES OF STUDY**

#### **Honours Degrees**

Bachelor of Science (Civil Engineering)

Bachelor of Science (Computer Engineering)

Bachelor of Science (Electrical Engineering)

Bachelor of Science (Electronics Engineering)

Bachelor of Science (Electronics and Computer Engineering)

Bachelor of Science (Mechanical Engineering)

Bachelor of Science (Metallurgical Engineering)

Bachelor of Science (Mining Engineering)

Bachelor of Science (Telecommunication Engineering)

## **ADMISSION REQUIREMENTS**

See the section on Engineers and Engineering Technicians/Technologists in this book for specific degree requirements.

## **DURATION OF STUDY**

The minimum duration for the Bachelor of Science (Engineering) degree programme is 4 years. The B.Sc. (Engineering) Degree must be completed within a maximum six years of full-time study for students who begin at Year 1 of Engineering or a maximum of seven years for students who begin with Pre-engineering.

## **CAREER POSSIBILITIES**

### **Mechanical Engineers**

Mechanical Engineers are professionals with expert knowledge of the design and manufacture of mechanical systems, machine tools, heat engines, thermal devices and processes. Mechanical Engineers design engines and control systems for automobiles, earth moving equipment, lifting cranes, aircraft, electric power generation plants, lifesaving medical devices, machine tools and consumer products ranging from air conditioners to elevators and sports equipment. They also design machines for mass production.



## **Electronics Engineers**

Electronics Engineers design, develop, and test electronic components and systems for commercial, industrial, military or scientific use utilising knowledge of electronics theory. They also design electronic circuits and components for use in fields such as telecommunication, aerospace guidance and propulsion control, acoustics and control instruments.

## **Telecommunication Engineers**

Telecommunication Engineers are concerned with establishing communication by means of electromagnetic radiation or lasers for fixed and mobile telephones, telegraphs, radar, radio, television, Internet and inter-satellite technologies. Telecommunication Engineers design and test telecommunication systems and oversee their installation, operation and maintenance.

## **Mining Engineers**

Mining Engineers design mines, carry out mine valuations and plan appropriate mining methods for metallic ores, coal, non-metallic minerals and other ceramic based minerals like stone and gravel. Their work involves conducting preliminary surveys of deposits or undeveloped mines and planning their development; examining deposits or mines to determine whether they can be worked at a profit; making geological and topographical surveys; applying evolving mining methods and supervising mining operations.

## **Computer Engineers**

Computer Engineers design and manufacture hardware for computers, network devices, computer-controlled machine interfaces, information technology equipment and related peripheral devices. Whereas Computer Engineers are concerned with the design and maintenance of hardware used in information and communication technology, Computer Scientists mainly deal with the software aspects. Therefore the roles of Computer Engineers and Computer Scientists are different, but they do complement each other.

## **Metallurgical Engineers**

Metallurgical Engineers concentrate and smelt metallic ores and non-metallic minerals, extract and refine the metals and recycle them at the level of extraction metallurgy. At the level of physical metallurgy, Metallurgical Engineers carry out various refining techniques, modify the microstructure of metals and alloys by thermo or mechanical treatments and determine suitable microstructures of metals and alloys for optimum material properties. In addition, Metallurgical Engineers develop new alloys, monitor and control corrosion of metals and design appropriate technologies for metal refining and optimum metal processing.

## **Civil Engineers**

Civil Engineers design and supervise the construction of public infrastructure such as buildings, bridges, roads, railway systems, water dams, tunnels, airports, seaports, water supply systems, sewage systems, drainage systems and civil works for power generating plants and mines. They oversee the repair, maintenance and renovation of existing infrastructure and buildings and manage various projects.

## **Electrical Engineers**

Electrical Engineers design, develop, test, and supervise the manufacture and installation of electrical equipment and systems for commercial, industrial, domestic, military or scientific use. Many Electrical Engineers are employed by electric power generation companies, power utility companies, manufacturers and suppliers of heavy electrical equipment and machinery, and for electrical works in buildings.

## **FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

## **COURSES OF STUDY**

### **Diplomas**

Diploma in Library Science

Diploma in Drama - Performance

Diploma in Drama - Production

Diploma in Music

Diploma in Records and Archives Management

High Diploma in Visual Arts

Bachelor of Arts (Various choices as double majors or single majors)

## **Degrees**

### **Honours Degrees**

Bachelor of Arts (English)

Bachelor of Arts (Library and Information Science)

Bachelor of Arts (Media Studies)

Bachelor of Arts (Records and Archives Management)

Bachelor of Arts (Social Work)

Bachelor of Arts (Tourism Management/Heritage Studies)

Bachelor of Psychology

Bachelor of Science (Geo-Information Science: Specialisation in Geography and Environmental Studies)

Students should note that, in addition to the General Regulations for the Bachelor of Arts degree, there are specific curriculum arrangements for students who intend to prepare for careers in Social Work, Information Studies, Visual Arts, Media Studies and Tourism.

### **ADMISSION REQUIREMENTS**

In addition to the General Admission Requirements of the University of Namibia, the following special regulations shall apply for the Diploma in Visual Arts: An NSSC pass in Art, or submission of a portfolio acceptable to the Department, or to pass a Visual Arts test in the Department, or written approval by the Head of Department. See the section on Social Sciences; Arts and Natural sciences in this book for specific degree requirements.

### **DURATION OF STUDY**

The Bachelor of Arts degree cannot be completed in less than four years of full-time study, unless a student is granted credits on the basis of studies completed elsewhere, and/or for another qualification. The course of study must be completed within six years of full-time registration, unless permission is granted by Senate for this period to be exceeded. The Diploma in Visual Arts extends over a period of three years full-time, while other Diploma programmes extend over a period of two years full-time.

### **CAREER POSSIBILITIES**

Psychology / Sociology / Social Work / Industrial Psychology:

Psychological Marketing, Personnel Officer, Liaison Officer, Training Officer, Personnel Recruitment, Demographer, Management Candidate, Teacher, Psychologist, Administrative Social Worker, Community Worker, Social Worker in a hospital, Lecturer, Social Planner, Social Researcher, Personnel Manager / Human Resource Manager.

Languages:

Translator, Lecturer, Announcer, Travel Agent, Proof-reader, Critic, Estate Agent, Author, Interpreter etc. are all possible careers that one can pursue.

Media Studies:

Information Officer, Publisher, Programme Compiler, Lecturer, Public Relations Officer, Journalist, Careers in Film and Television Production, Communications Officer, Press Assistant, Development Communication Worker, Market Researcher, Corporate Communication Officer.

Library Science / Information Studies:

Librarian, Archivist, Records Manager, School Media Teacher, Bookseller.

Performing Arts:

Actor, Stage Manager, Director, Reporter, Theatre Technician.

Geography:

Town and Regional Planner, Environmental Scientist, Lecturer, Teacher, Land Use Planner, Geographical Information Systems (GIS) Specialist, Cartographer, Teaching / Learning Aids Specialist, Consultant.

## **FACULTY OF LAW**

### **COURSES OF STUDY**

Certificates

Certificate in Criminal Justice, Constitutionalism and Human Rights

Certificate in Dispute Resolution (Mediation, Arbitration & Conciliation) Certificate in Parliamentary Practice and Conduct  
Specialized Certificate in Customary Law

## **Diplomas**

Diploma in Arbitration and Dispute Resolution

Diploma in Paralegal Studies

## **Degrees**

Baccalaureus Juris (B Juris) [Full-time & Part-time]

Bachelor of Laws (LLB) [Full-time & Part-time] Honours

## **ADMISSION REQUIREMENTS**

See the section on Social Sciences and Legal professionals in this book for specific degree and certificate requirements.

**Specialised Certificate in Customary Law** - shall be open to all students who have successfully completed the degree of B Juris.

## **DURATION OF STUDY**

**The Baccalaureus Juris** - full-time programme extends over a period of at least three and part-time over four academic years. The maximum period of study is five years of full-time and six years of part-time studies.

**The Bachelor of Laws** - full-time programme extends over a period of at least two years or 3 years part time.

The LLB degree must be completed within four years of full-time and five years of part-time studies.

**The Specialised Certificate in Customary Law** extends over a period of at least two academic year.

**The Certificate in Parliamentary Practice and Conduct** will extent over a period of 11 weeks with four hours of teaching in English for Certificate Purposes and three hours of teaching in each of the other five (5) Courses.

**The Diploma in Arbitration and Dispute Resolution** extends over a period of at least two academic year.

The maximum period of study is two years of part-time studies (evening classes).

**The Certificate in Criminal Justice, Constitutionalism and Human Rights** will extent over a period of one year.

**The Diploma in Paralegal Studies** is offered for 2 years and a maximum of 4 years.

## **CAREER POSSIBILITIES**

B Juris - Prosecutor, Legal Advisor (with the possibility to render legal service in companies), Magistrate.

LL B - Legal Practitioner.

Diploma in Dispute Resolution – Arbitrator, Mediator, Conciliator.

## **FACULTY OF HEALTH SCIENCES**

Under this faculty there are two schools namely: The School of Medicine and the School of Nursing and Public Health.

## SCHOOL OF MEDICINE

### COURSES OF STUDY

#### Degrees

Bachelor of Medicine and Surgery (MBChB).

### ADMISSION REQUIREMENTS

See career Medical Doctor under Medical and Paramedic Occupations section.

### ESSAY WRITING

An applicant shall be required to submit an essay on a topic or topics so determined by the Admissions Committee of the School of Medicine. The main objective of an essay so demanded of an applicant, besides evaluating one's writing skills and ability of formulating thoughts, is to have some sense of the candidate's potential as a health service provider.

### LETTERS OF RECOMMENDATION

An applicant seeking admission to the School of Medicine shall submit three letters of recommendation from his/her teachers, professors and/or employer(s). A special form is available for this purpose, and all recommendations submitted shall strictly follow the guidelines so provided in the form. It is the responsibility of the applicant to avail the form to his/her teachers/professors or employers and ensure that all recommendations are submitted on time.

### INTERVIEWS

Eligible applicants shall normally be invited for interviews to be conducted by the Admissions Committee.

Face to face interviews shall be conducted in order to assess the following attributes of the candidates:

► **Academic standing:** An interview panel shall seek to determine the candidate's academic competitiveness as well as communication skills;

► **Extra-curricular activity:** An interview panel shall also look into the candidate's records on extra-curricular activities and, if applicable, in job performances. Extra-curricular engagements in civic and community works shall be examined. Direct patient-care experience can be helpful but not essential.

► **General awareness and sense of values:** A candidate's awareness of the community he/she lives in and the sense of values, sensitivities, and concerns he/she might have on social and cultural issues shall be assessed.

► **General physical/mental condition of the aspiring student:** The candidate's overall physical and mental status will be made without conducting a formal medical examination.

Meeting the above student admission criteria DOES NOT necessarily ensure admission. Admission is granted on merit based on availability of places on the programme and other conditions that may be determined from time to time.

## **DURATION OF STUDY**

The minimum duration for the Bachelor of Medicine and Bachelor of Surgery (MBChB) degrees is five years. The MBChB degrees must be completed within seven (7) years of full-time study unless there is an exceptionally motivated reason.

## **EXEMPTIONS:**

UNAM will give exemptions for equivalent modules taken at other tertiary institutions but the exemptions shall not exceed 50% of the modules in the MBChB degree programme.

## **CAREER POSSIBILITIES**

Doctors can work in the Public and Private Health Sector.



## **SCHOOL OF NURSING AND PUBLIC HEALTH**

### **COURSES OF STUDY Honours Degrees**

The Faculty may award the following honours degrees:

- 🕒 Bachelor of Nursing Science (Clinical)
- 🕒 Bachelor of Radiography (Diagnostic)
- 🕒 Bachelor of Science: Public Health
- 🕒 Master of Nursing Science
- 🕒 Master in Public Health
- 🕒 Doctor of Nursing Science
- 🕒 Doctor of Philosophy

### **Diplomas**

The Faculty may award the following diplomas:

- Diploma in General Nursing and Midwifery Science

The Faculty may award the following certificates:

### **Certificates**

- Post Graduate Certificate Pharmacotherapy

## **ADMISSION REQUIREMENTS**

The entry requirements differ according to the training programs. For details please refer to the career Nursing under the Medical and Paramedic Occupations section or the School of Nursing and Public

Health Prospectus of UNAM.

## **DURATION OF STUDY**

The duration of study also vary according to the programmes, hence you are again referred to the UNAM School of Nursing and Public Health Prospectus.

## **CAREER POSSIBILITIES**

Nursing professionals can work in Public and Private Health Sector.

## **SCHOOL OF PHARMACY**

### **COURSE OF STUDY**

## **Honours Degrees**

The Faculty may award the following degree:

- Bachelor of Pharmacy Honours

## **ADMISSION REQUIREMENTS**

See career Pharmacist under Medical and Paramedic Occupations section.

## **DURATION OF STUDY**

See career Pharmacist under Medical and Paramedic Occupations section.

## **CAREER POSSIBILITIES**

See career Pharmacist under Medical and Paramedic Occupations section.

## **Post Graduate**

The Faculty may award the following degree:



Master of Pharmacy in Clinical Pharmacy

## **ADMISSION REQUIREMENTS**

The prospective candidate must:

- ⑩ Hold a Level 8 Bachelor of Pharmacy (Honours) degree with at least a C-grade average, from UNAM or equivalent tertiary institution.
- ⑩ Have obtained an evaluation from the Namibian Qualification Authority (NQA) if the qualification was obtained from institutions other than UNAM
- ⑩ Be a qualified pharmacist, and if practicing or studying in Namibia, registered with the HPCNA, specifically the Pharmacy Council of Namibia.
- ⑩ Be in active practice where they can experience clinical exposure.
- ⑩ Be prepared to be interviewed and assessed by the School of Pharmacy prior to admission.

## **DURATION OF STUDY**

The minimum duration of the programme is three (3) years of part-time study.

## **FACULTY OF SCIENCE**

### **COURSES OF STUDY**

#### **Honours Degrees**

Bachelor of Science

Bachelor of Science (Population Studies)

Bachelor of Science (Military Science)

#### **Diplomas**

The Faculty may award the following diplomas:

- Diploma in Science (Applied Statistics)

## **ADMISSION REQUIREMENTS**

In addition to the General Admission Requirements, admission to the Bachelor of Science requires a candidate to have obtained at least a grade C on NSSC O level (or equivalent qualification) in Mathematics. Students, who want to major in Statistics & Population and Development within the Bachelor of Science (Population Studies) should have obtained at least a grade C on NSSC O level (or equivalent qualification). Students who want to major in either Sociology & Population and Development or in Geography & Population and Development within the Bachelor of Science (Population Studies), should have obtained at least a grade D on NSSC O level (or equivalent qualification). Students who want to major in the Military Science should have obtained English as a Second Language at NSSC (O-Level) C-symbol as minimum requirement or English as a First Language at NSSC (O-Level) with a D-symbol as a minimum. Candidates should also be approved by the Ministry of Defence to partake in this course.

## **DURATION OF STUDY**

The Bachelor of Science and the Bachelor of Science (Population Studies) and Bachelor of Science (Military Sciences) will normally be completed in four years of full-time study. The maximum period of study is six years.

## **CAREER POSSIBILITIES**

### **Environmental Biology:**

Teacher, Lecturer at University or College, Ecologist, Conservation Scientist, Wildlife Biologist, Forester, Ranger, Land manager/ Natural resources manager, Park warden, Technician, Systematic botanist, Systematic Zoologist, Museum Curator, Herbarium Curator, Environmental researcher, Tutor, Marine biologist, Consultant, etc.

### **Microbiology:**

Teacher, Lecturer at University or College, Virologist, Immunologist, Biotechnologist, Plant pathologist, Water microbiologist, Geneticist, Bioinformatics, Parasitologist, Researcher, Tutor, Consultant, Laboratory Technician, Laboratory Manager, Quality Control Manager, etc.

### **Molecular Biology:**

Teacher, Lecturer at University or College, Zoologist, Plant Physiologist, Botanist, Researcher, Consultant, Immunologist, Biotechnologist, Geneticist, Bioinformatics, parasitologist, Laboratory Technician, Laboratory Manager, Tutor, etc.

### **Chemistry Major-Physics Minor**

Scientist, Researcher, lecturer/teacher, Policy maker (for science related projects), Quality control.

### **Chemistry Major – Biology Minor**

Scientist, Researcher, Policy maker (for science related projects), Laboratory technicians/technology (including medical laboratories), Forensic science, Quality control, lecturer/teacher, Pharmaceutical industries, Plastics industries, Medicine, Pharmacy, Water Purification, Food Chemistry, Veterinarian.

### **Biochemistry Major – Biology Minor**

Scientist, Researcher, Laboratory technicians/technology (including medical laboratories), Forensic science, Quality control, Policy maker (for science related projects), lecturer/teacher, Pharmaceutical industries, Plastics industries, Medicine, Pharmacy, Water Purification, Food Chemistry, Veterinarian, Molecular Biology; Industrial Chemistry; Marine Biology; Entomology; Pharmacology; Vaccine & Hormone Production; Plant Physiology; Technical Sales; Virology; Genetics; Horticulture; Mycology; Immunology; Quality Control; Forestry.

### **Biochemistry Major – Chemistry Minor**

Scientist, Researcher, Quality control, Lecturer/teacher, Pharmaceutical industries, laboratory technicians/technology (including medical laboratories), Forensic science, Quality control, Policy maker (for science related projects), Lecturer/teacher, Plastics industries, Medicine, Pharmacy, Water Purification, Food Chemistry, Veterinarian, Molecular Biology; Industrial Chemistry; Marine Biology; Entomology; Pharmacology; Vaccine

- Hormone Production; Plant Physiology; Technical Sales; Virology; Genetics; Horticulture; Mycology; Immunology; Quality Control; Forestry.

### **Chemistry Major – Geology Minor**

Scientist, Researcher, Mining industries, Plastics industries, Policy maker (for science related projects), Lecturer/teacher,

### **Computer Science Major and Information Technology Minor**

Computer Consultant, Computer Programmer, Software Engineer, Lecturer, Research Scientist, Data Processing Manager, Representative for Computer Manufacturers, Medical Research Worker, System Analyst, System Programmer, Quality Control Analyst, IT Auditor, IT Governance Expert, Database Administrator, Network Administrator.

### **Computer Science Major and Mathematics Minor**

Lecturer, Computational Mathematics Expert, Researcher in Numerical Mathematics, Actuarial Scientist, Numerical Systems Analyst, Computer Programmer, Software Engineer, Computer Engineer, Computer Systems Analyst, Computer Researcher, Software Developer.

### **Computer Science Major and Statistics Minor**

Actuarial Scientist, Demographer, Computer Programmer, Population Analyst, Statistical/Data Analyst, Lecturer, Data Processor, Software Engineer, Software Developer, Mathematical Statistician, Medical Statistician, Economic Statistician, Land Use manager, GPS Analyst.

### **Geology Department (Single Major)**

Economic Geologist, Engineering Geologist, Environmental Geologist, Exploration Geologist, Exploration Geophysicist, Geochemist, Hydro geologist, Mining Geologist, Regional Geologist, Sedimentologist, Tutor/Lecturer.

### **Mathematics Major, Physics Minor**

Lecturer, Econometrist, Theoretical Physicist, Mathematics Physicist, Quantitative Analyst, Derivative Expert, Group Strategist, Trade Analyst, Coding Theorist.

### **Mathematics Major, Statistics Minor**

Lecturer, Econometrist, Quantitative Analyst, Investment Analyst, Actuarial Scientist, Group Strategist, Trade Analyst, Group Analyst.

### **Mathematics Major Computer Science Minor**

Data Analyst, Coding Theorist, or Biometrist.

### **Military Sciences**

Lecturer, Nautical Mechanic, Aeronautical Engineer, Nautical Engineer, Weapon Systems Operator, Researcher and Naval Science Officer.

### **Physics Major and Mathematics Minor**

Medical Physicist, Health Physicist, Computational Physicist, Space Physicist, Numerical Analyst, Nuclear Scientist, Lecturer, Teacher, Technologist/Technician, Quality Control Analyst, Meteorologist, Actuarist, Research Scientist, Telecommunication Engineer, Civil Servant, Military Scientist.

### **Physics and Computer Science**

Computer Programmer, Computational Physicist, IT Specialist, Nuclear Scientist, Lecturer, Teacher, Technologist/Technician, Quality Control Analyst, Research Scientist, Civil Servant, Medical Physicist.

### **Physics and Chemistry**

Forensic Scientist, Environmental Scientist, Nuclear Scientist, Health Physicist, Lecturer, Teacher, Technologist/ Technician, Quality Control Analyst, Military Scientist, Materials Scientist, Civil Servant.

### **Physics and Geology**

Geophysicist, Hydrologist, Seismologist, Computational Physicist, Lecturer, Teacher, Technologist/Technician, Quality Control Analyst, Environmental Scientist, Civil Servant.

### **Statistics Major and Population Studies Minor**

Statistician, Demographer, Population Analyst, Data Analyst, Data Processor, Actuarial Scientist, Researcher, Lecturer.

### **Statistics Major and Mathematics Minor**

Statistician, Actuarial Scientist, Lecturer, Teacher, Data Analyst, Mathematical Statistician, Numerical Systems Analyst, Researcher, Economic Statistician, Demographer, Population Analyst.

### **Statistics Major and Computer Science Minor**

Statistician, Computer Programmer, Statistical/Data Analyst, Lecturer, Data Processor, Software Developer, Computer System Analyst, Demographer, Population analyst, Actuarial Scientist.

### **Statistics Major and Economics Minor**

Economic Statistician, Actuarial Scientist, Lecturer Researcher, Demographer, Population Analyst.

### **Population Major and Statistics Minor**

Population Scientist, Demographer, Policy Analyst, Data Analyst, Data Processor, Actuarial Scientist, Researcher, Lecturer, Statistician, Development Planner.

### **Population Major and Geography Minor**

Population Scientist, Demographer, Policy Analyst, Data Analyst, Data Processor, Researcher, Lecturer, Statistician, Development Planner, GPS Analyst.

### **Population Major and Sociology Minor**

Population Scientist, Demographer, Policy Analyst, Data Analyst, Data Processor, Researcher, Lecturer, Statistician, Development Planner, Sociologist.

### **DISTANCE EDUCATION (THROUGH THE CENTRE FOR OPEN, DISTANCE AND ELEARNING)**

The centre for Open, Distance and eLearning (CDeL) is an academic Centre at UNAM, established through a merger between the Centre for External Studies (CES) and the Centre for eLearning and Interactive Multimedia (CeLIM).



CODEL serves as a hub for both print based and electronic learning material with the aim of ensuring greater access to education for all. This centre caters for the educational needs of people who, for a variety of reasons, cannot attend full-time any of the University campuses to further their studies.

## **COURSES OF STUDY (OFFERED THROUGH DISTANCE EDUCATION)**

### **Certificates**

Certificate in Accounting and Auditing (online)

Certificate in Taxation and Management (online)

Certificate in HIV/AIDS Counselling

### **Diplomas**

Diploma in Educational Management and Leadership

Diploma in Secondary Education (Biology/English/Mathematics/Physical Science)

Diploma in Secondary Education (Professional Training) (online)

Diploma in Entrepreneurship and New Venture

Management Diploma in Labour and Employment Studies

Diploma in Local Government Studies

Diploma in Library and Information Management

Diploma in Records and Archives Studies

Diploma in Media Studies (online)

Diploma in Public Relations

Diploma in HIV/AIDS Management and Counselling

Diploma in Education Lifelong Learning and Community Education

### **Post graduate Diploma**

Postgraduate Diploma in Nursing Science (Health Service Management/Nursing Education) (online)

### **Honours Degrees**

Bachelor of Education (Pre-and Lower Primary)

Bachelor in Education (Upper Primary)

Bachelor in Education (Secondary)

Bachelor in Education (Lifelong Learning and Community Education)

Bachelor of Laws

Bachelor of Accounting

Bachelor of Business Administration

## **ADMISSION REQUIREMENTS**

For admission to any Degree / Diploma / Certificate programme, please refer to general admission requirements.

Prospective students should be in possession of a Teacher's diploma and two years experience.

## **DURATION OF STUDY**

CODeL offers a flexible system of learning and the rationale for distance teaching students is that the maximum period of study is normally double the minimum study period approved for the programme.

## **CAREER POSSIBILITIES**

People who choose to study through the mode of distance education are usually those who are already employed and/or engaged in community development activities and do so with the purpose of upgrading their careers and status in society. They therefore choose to study while working in order to: enhance their career opportunities and their own professional development;

gain more skills and keep abreast of rapidly changing working environments and advancing technologies; and effectively contribute to the socio-economic development of the country with the purpose of enhancing society's overall development as well as to become active citizens in society. Please refer to the different Faculties with regard to career possibilities.

## **UNAM FOUNDATION PROGRAMME**

## **BACKGROUND**

Achieving access, equity and equality in education has been a challenge for the Namibian government since

independence. UNAM Northern Campus offers a programme to start students off on a science-related degree. The overall goal of the Foundation Programme is to increase the quantity and quality of qualified science and technology graduates for Namibia's growing economy.

## **ADMISSION REQUIREMENTS**

Criteria used for admission into the UNAM Foundation Programme is a combination of: ranked top 15% of NSSC O level results at all Namibian secondary schools; and the minimum of 17 points of the NSSC O level results, in order for the student to qualify to write an entry test. Admission is highly competitive. For clarity please contact the office of The Registrar.

## **DURATION OF STUDY**

The UNAM Foundation Programme runs for two semesters (i.e. one academic year). The Programme consists of five modules namely Biology, Chemistry, Physics, Mathematics and English. Additional to these are Computing Skills, Career Counselling, Study Skills and AIDS awareness.

## **CAREER POSSIBILITIES**

Students who successfully complete the Foundation Programme (passed with at least a C-average) will be admitted in Science-related degree courses such as Science, Agriculture and Natural Resources, Engineering, Information Technology and in the Medical fields.

## **Post Graduate Courses, Degrees and Diplomas**

### **Entry Requirements**

## **POSTGRADUATE DIPLOMA**

Prospective candidates must be in possession of a Bachelor's degree from an accredited institution. Candidates whose field experience and work accomplishments have been certified by the relevant Faculty / Department

- Institute to be equivalent to a Bachelor's degree, may, under special circumstances, also be considered for admission.

## **MASTER'S DEGREE**

- Prospective candidates must be in possession of a good Bachelor's degree with at least a C-grade average (i.e. 60-69% average), or a good Postgraduate Diploma from a recognised Institution.
- Candidates without a Bachelor's degree or a Postgraduate Diploma, but who hold qualifications from an approved institution of higher learning, deemed to be equivalent to a good Bachelor's degree or a good Postgraduate Diploma from UNAM may also be considered for admission.
- Prospective candidates must also satisfy specific requirements of the Faculties where they intend to enrol (e.g. teaching experience for M.Ed. admission.)

## **DOCTOR OF PHILOSOPHY DEGREE AND OTHER DOCTORAL PROGRAMMES**

- Candidates for admission to doctoral programmes of UNAM must be in possession of a Master's degree or equivalent from a recognised institution of higher learning in the chosen field of study.

- Candidates with only the Bachelor's degree may initially be enrolled for a Master's degree by research only. If, during the first year of research they demonstrate exceptional abilities, they may be considered for upgrading into the Doctoral Programme.

## **HIGHER DOCTORATES**

(1) To qualify for a Higher Doctorate candidacy of UNAM, the scholars should be:

- Graduates from the University of Namibia with the following minimum qualifications:  
Bachelor's degree of at least 15 years standing; or  
Master's degree of at least 10 years standing; or  
Doctoral degree of at least 8 years standing; or

Graduates from any other recognised institution of higher learning, who have served at UNAM for at least five years in teaching, research or other approved academic roles, and who satisfy the criteria equivalent to those set under

- (a) above.
- Only outstanding scholars whose contributions have attained national and international recognition will be considered for Higher Doctorate awards.

## **Faculty of Agriculture and Natural Resources**

### **Degrees**

Master of Science (Rangeland Resources Management)

## **Faculty of Economics and Management Science**

### **Degrees**

Master of Arts in Political Studies

Master of Public Administration

Master of Science in Economics

Master of Science in Accounting & Finance

Doctor of Philosophy Public Administration

Doctor of Philosophy in Political Studies

Doctor of Philosophy (Business Administration)

### **Diplomas**

Postgraduate Diploma in Internal Auditing

Postgraduate Diploma in Education

Postgraduate Diploma in Security and Strategic Studies

## **Namibia Business School**

Diploma in Project Management

Diploma in Police Management

Diploma for New Managers

Diploma for Middle Managers

Diploma for Senior Managers

Post Graduate Diploma: Business Administration

Master of Business Administration – Entrepreneurship

Master of Business Administration – Public Sector Management

Master of Business Administration – Natural Resources Management

Master of Business Administration – Finance

Master of Business Administration – Management Strategy

## **Faculty of Education**

### ***Degrees***

Master of Education

Master of Educational Psychology (Guidance and Counselling)

Master of Education (Literacy & Learning)

Doctor of Philosophy in Education (Adult Education)

Doctor of Philosophy in Education

### **Diplomas**

Specialised Diploma in Educational Management & Leadership

Specialised Diploma in Special Education

### **Faculty of Engineering**

#### **Degrees**

Master of Science (Civil Engineering)

### **Faculty of Humanities and Social Sciences**

#### **Degrees**

Master of Arts (Performing Arts)

Master of Arts (Afrikaans Studies)

Master of Arts (Development Studies)

Master of Arts (English Studies)

Master of Arts (Gender Studies)

Master of Arts (German Studies)

Master of Arts (Industrial Psychology)

Master of Arts (Clinical / Counselling Psychology)

Doctor of Philosophy

### ***Diplomas***

Postgraduate Diploma in Translation

Postgraduate Diploma in Heritage Conservation and Management

## **Faculty of Law**

### ***Degrees***

Master of Laws (by Thesis)

Doctor of Philosophy in Law (PhD)

## **Faculty of Medical & Health Sciences**

### ***Degrees***

Master of Nursing Science

Master of Nursing Science (Medical – Surgical Nursing)

Master of Pharmacy in Clinical Pharmacy

Master of Public Health

Doctor of Nursing Science

Doctor of Philosophy

### ***Diplomas***

Post Graduate Diploma (Specialization) Operating Nursing  
Science Post Graduate Diploma (Specialization) Critical Care

Post Graduate Diploma(Specialization) Health Promotion, Clinical Diagnosis & Treatment  
Post Graduate Diploma Clinical Instruction

Post Graduate Diploma (Specialization) Emergency Nursing

Post Graduate Diploma Nursing Science (Specialization) Mental Health Nursing

## **Faculty of Science**

## Degrees

Postgraduate Diploma (Security and Strategic Studies)

Master of Science (by Thesis)

Master of Science (Biodiversity Management & Research)

Master of Science (Chemistry)

Master of Science (Information Technology)

Master of Science (Applied Statistics and Demography)

Master of Science (Geology)

Master of Science (Industrial Biochemistry)

Master of Science (Mathematics)

Master of Science (Microbiology)

Master of Science (Nuclear Science)

Master of Science (Physics)

Master of Arts (Security and Strategic Studies)

## **Centre for External Studies (Distance Teaching)**

### **Under the auspices of Faculty of Education**

Master of Science (Accounting and Finance)

Postgraduate Diploma in Education



Under the auspices of Faculty of Medical & Health Sciences  
Bachelor of Nursing Science (Advanced Practice)

## **CONTACT DETAILS**

Office of the Registrar,  
University of Namibia,  
P/Bag 13301,  
Windhoek, Namibia.

Tel: (061) 206 3764

## **FACULTIES**

### **Agriculture and Natural Resources**

Tel: (+264 61) 206 3895/3363

### **Economics and Management Science**

Tel: (+264 61) 206 3772

### **Education**

Tel: (+264 61) 206 3978

### **Engineering and Information Technology**

Tel: (+264 65) 206 232 4000

### **Humanities and Social Sciences**

Tel: (+264 61) 206 3813

### **Law**

Tel: (+264 61) 206 3998

### **Health Sciences**

Tel: (+264 61) 206 5044

### **Science**

Tel: (+264 61) 206 3047

## **OFFICE OF THE BURSAR**

### **Financial Enquiries**

Tel: (+264 61) 206 3045/3191

## **OFFICE OF THE DEAN OF STUDENTS**

### **Accommodation Enquiries**

Tel: (+264 61) 206 3156

## **CENTRE FOR OPEN, DISTANCE AND ELEARNING All enquiries**

Tel: (+264 61) 206 3177

## **UNAM NORTHERN CAMPUS - OSHAKATI**

### **All enquiries**

Tel: (+264 65) 223 2278

## **UNAM REGIONAL CENTRES**

**Eenhana** Eenhana Community Centre, Eenhana

P O Box 13415

Telephone (065) 263244

Gobabis Old Mutual Building, Gobabis.

P O Box 1183,

Telephone (062) 562268

Fax (062) 562289

Opening hours: Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30

**Katima Mulilo** Ngoma Winela Road, Katima Mulilo

P O Box 1096

Telephone (066) 2626021

Fax (066) 253588

*Opening hours:* Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30

**Keetmanshoop** Souther Campus, Keetmanshoop

P O Box 1727,

Telephone & Fax (063) 2202022

*Opening hours:* Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30

**Khorixas** Community Learning and Development Centre

Khorixas, Khorixas

P O Box 108,

Telephone & Fax (067) 331028

*Opening hours:* 07:30 to 13:00 (Monday, Wednesday, Friday)

14:00 to 16:30 (Tuesday, Thursday)

**Opuwo** Opuwo Teachers Resource Centre, Opuwo

P O Box 302

Telephone (065) 277006

*Opening Hours:* Monday to Friday, 7:30 to 16:30

**Oshakati** Eliander Mwatale Street, Oshakati

P O Box 2654

Telephone (065) 2232268/(065) 2232205/(065) 2232269

*Opening Hours:* Monday to Friday, 7:30 to 13:00 and 14:00 to 16:30

**Otjiwarongo** 1st floor Brumme Hotel,

25 Hage Geingob Street, Otjiwarongo.

P O Box 558,

Telephone (067) 302213

Fax (067) 303675

*Opening hours:* Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30

**Rundu** Rundu Campus, Rundu.

P O Box 88, Rundu.

Telephone & Fax (066) 2686078

*Opening hours:* Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30

**Swakopmund** Klimas Building, Swakopmund.

P O Box 65, Swakopmund.

Telephone (064) 404343

Fax (064) 405261

*Opening hours:* Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30

**Tsumeb** Cnr of Sam Nujoma Drive & Pendukeni Ivula Ithana Avenue, Tsumeb.

P O Box 1084, Tsumeb.

Telephone & Fax (067) 220288

*Opening hours:* Monday to Friday from 07:30 to 13:00 and from 14:00 to 16:30

## **NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY (NUST)**

The Namibia University of Science and Technology is an educational institution that provides part-time, fulltime as well as distance education courses at post-secondary education level. Students enrolled at NUST

can obtain a National Certificate, National Higher Certificate, Diploma or Bachelor of Technology Degree upon completion of their studies. Some of the courses offered by NUST are the following: Communication, Engineering, Commerce, Natural Resources, Management, Tourism, Secretarial Studies, Media Technology, etc...Please refer to the Polytechnic's prospectus for minimum entry requirements.

## **COURSES OFFERED AT THE NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

Namibia University of Science and Technology offers a variety of career-orientated courses. National Certificates, National Higher Certificates, National Diplomas and Degrees are offered.

### **Faculty of Management Sciences**

Certificate in Supervisory Skills Development

Diploma in Theory of Accounting

Diploma in Accounting and Finances

Diploma in Business Process Management

Bachelor of Economics

Bachelor of Economics (Honours)

Bachelor of Accounting (General)

Bachelor of Accounting (Chartered Accountancy)

Bachelor of Hospitality Management

Bachelor of Tourism Management

Bachelor of Business Management (Honours)

Bachelor of Business and Information Administration

Bachelor of Entrepreneurship

Bachelor of Human Resources Management (Honours)

Bachelor of Office Management and Technology

Bachelor of Human Resource Management

Bachelor of Business Management

Bachelor of Logistics and Supply Management (Honours)

Bachelor of Logistics and Supply Management

Bachelor of Logistics (Honours)

Bachelor of Sport Management

Bachelor of Marketing (Honours)

Bachelor of Marketing

Bachelor of Transport Management

Diploma in Education (Specialisation Biology, Mathematics or Physical Science)

Specialised Diploma in Education (Home Economics and Fashion and Fabrics)

### **Faculty of Computing and Informatics**

Bachelor of Informatics

Bachelor of Computer Science (Systems Administration, Communication Networks, Software Development or Cyber Security)

Bachelor of Informatics Honours (Web Informatics, Business Informatics)

Bachelor of Computer Science Honours (Communication Networks, Software Development, Mobile Development, Information Security, Digital Forensics)

## **Faculty of Engineering**

Introduction to Science, Technology, Engineering and Mathematics (InSTEM): Bridging  
Programme National Diploma in Civil Engineering and Project Management

Bachelor of Technology: Electronic Engineering, Power, Mechanical Engineering, Engineering: Civil:  
Urban or Water

Bachelor of Engineering: Civil, Metallurgy, Mining, Electronics and Telecommunications, Electrical Power,  
Mechanical.

## **Faculty of Health and Applied Sciences**

Bachelor of Science

Bachelor of Science (Honours)

Bachelor of Medical Laboratory Studies

Bachelor of Science in Health Information Systems Management

Bachelor of Pre- Hospital Emergency Care

Bachelor of Science (Honours): Applied Mathematics

Bachelor of Science (Honours): Applied Statistics

Bachelor of Environmental Health Sciences

## **Faculty of Human Sciences**

Certificate in Vocational Education and Training (CVET)

Higher Certificate in Vocational Education and Training: Trainer (HCVT)

Diploma in Vocational Education and Training Management

Bachelor of English

Bachelor of Communication

Bachelor of Criminal Justice in Policing

Bachelor of Public Management

Bachelor of Criminal Justice in Correctional  
Management Bachelor of Journalism and Media  
Technology Bachelor of Criminal Justice (Honours)  
Bachelor of Public Management (Honours)

Bachelor of Communication (Honours)

Bachelor of English (Honours)

Bachelor of Journalism and Media Technology (Honours)

## **Faculty of Natural Resources and Spatial Sciences**

Diploma in Land Administration

Diploma in Property Studies

Diploma in Geomatics

Bachelor of Quantity Surveying

Bachelor of Property Studies (Honours)

Bachelor of Property Studies

Bachelor of Town and Regional Planning (Honours)

Bachelor of Town and Regional Planning

Bachelor of Geo-Information Technology

Bachelor of Regional and Rural Development (Honours)

Bachelor of Regional and Rural Development

Bachelor of Architecture (Honours)

Bachelor of Architecture

Bachelor of Spatial Science

Bachelor of Geoinformation Technology (Honours)

Bachelor of Geomatics (Honours)

Bachelor of Geomatics

Bachelor of Agriculture (Honours)

Bachelor of Agriculture

Bachelor of Agribusiness Management

Bachelor of Natural Resources Management

Bachelor of Natural Resources Management (Nature Conservation)

Bachelor of Natural Resources Management (Nature Conservation) (Honours)

Bachelor of Land Administration (Honours)

Bachelor of Land Administration

Bachelor of Technology: Land Management

Bachelor of Technology: Nature Conservation

Bachelor of Property Studies



Bachelor of Science: Geometrics

## **Postgraduate Studies**

### **Faculty of Management Sciences**

Postgraduate Certificate in ICT Policy and  
Regulation Masters of Logistics and Supply  
Management Masters: International Business

### **Faculty of Engineering**

Master of Industrial Engineering  
Master of Engineering in Civil Engineering

### **Faculty of Computing and Informatics**

Postgraduate Certificate in Informatics (Information Systems Audit)  
Master of Informatics  
Master of Computer Science  
Doctor of Philosophy in Informatics  
Doctor of Philosophy in computer Science

### **Faculty of Health and Applied Sciences**

Postgraduate Diploma in Health Information Systems Management  
Postgraduate Diploma in Applied Radiation Science and  
Technology Masters of Science in Applied Mathematics Masters of  
Science in Applied Statistics  
Masters of Health Sciences

### **Faculty of Human Sciences**

Master of English and Applied Linguistics (MEAL)

### **Faculty of Natural Resources and Spatial Sciences**

Master of Spatial Sciences (Property Studies) Master  
of Spatial Science (Land Administration)

Masters of Geo-Information Science and Earth Observation  
Master of Spatial Science

Master of Natural Resources Management

Doctor of Philosophy in Spatial Sciences

Doctor of Philosophy in Natural Resource Sciences  
PhD in Spatial Sciences (Property Studies)

**CENTRE FOR OPEN AND LIFELONG LEARNING (COLL)**

The following are courses for distance education:

## **UNDERGRADUATE PROGRAMMES**

### ***Public Management***

- Bachelor of Public Management (Revised Programme)
- Bachelor of Public Management (Phasing out)
- Bachelor of Technology in Public Management

### ***Accounting and Finance***

- Bachelor of Accounting (Revised)
- Bachelor of Accounting (General)
- Bachelor of Technology in Accounting and Finance

### ***Business Management***

- Bachelor of Business Management
- Bachelor of Business Administration (Phasing out by 2020)

### ***Marketing***

- Bachelor of Marketing
- Human Resources Management

## Office Management and Technology

- Bachelor of Office Management and Technology

### **Economics**

- Bachelor of Economics
- Bachelor of Technology in Economics

### Transport and Logistics Management

- Bachelor of Transport Management
- Bachelor of Logistics and Supply Chain Management

### **Communication**

- Bachelor of English
  - Bachelor of Communication
- ### Hospitality and Tourism Management

- Bachelor of Hospitality Management
- Bachelor of Travel and Tourism Management

### **Department of Education and Languages**

- English Communication Service Courses
- Foreign Languages
- Technical and Vocational Education
- Diploma in Vocational Education and Training: Trainer

## **POSTGRADUATE PROGRAMMES**

### **Communication**

- Bachelor of English Honours
- Bachelor of English Honours (Phasing out)

### **Marketing**

- Bachelor of Marketing Honours
- ### Human Resources Management
- Bachelor of Human Resources Management Honours

NB. Prospective students are advised to contact the relevant schools for detailed study information.

### **Contact Details:**

The Registrar,

NUST

P/Bag 13388

Windhoek, Namibia

Tel.: (061) 207 2118

## **STUDY OPPORTUNITIES AT THE INTERNATIONAL UNIVERSITY OF MANAGEMENT (IUM)**

The International University of Management offers various full-time, part -time and now on correspondence basis, management courses in collaboration with internationally recognised institutions.

The following courses are offered at IUM:

**Certificates:**

Certificate in HIV/AIDS Management

Certificate in Health and Wellness Studies

Certificate in Business Information System

Certificate in Tourism, Hospitality & Events Management

Certificate in Marketing Management

Certificate in Human Resource Management

Certificate of Administration in Business Administration

Certificate in Finance Management

**Diplomas:**

Diploma in Education (Pre and Junior Primary)

Diploma in Health and Wellness Studies

Diploma in HIV/AIDS Management

Diploma in Business Information Systems

Diploma in Tourism, Hospitality & Events Management

Diploma in Marketing Management

Diploma in Human Resource Management

Diploma in Business Administration

### **Honours:**

Bachelor of Education in Pre and Junior Primary Honours

Bachelor of Education in Senior Primary Honours

Bachelor of Education in Secondary Honours

Bachelor in Education – Educational Leadership, Management and Policy Honours

Bachelor of Nursing Science Honours

Bachelor of HIV/AIDS Management Honours Bachelor  
of Health and Wellness Studies Honours Bachelor of  
Science in Software Development Honours

Bachelor of Science in Electronics Honours (Specialisations in Telecommunication, Instrumentation,  
Computing Systems, Control, Computer Science; and, Electricals)

Bachelor of Science in Business Information Systems Honours

Bachelors Degree in Digital Communication and Technology

Honours Bachelor of Tourism, Hospitality & Events Management

Honours Bachelor of Marketing Management Honours Bachelor of  
Human Resource Management Honours

Bachelor of Business Administration Honours

Bachelor of Finance Management Honours

Bachelor of Accounting Honours

### **Bachelors Studies**

Bachelor of Health and Wellness Studies

Bachelor of Science in Software Development

Bachelor of HIV/AIDS Management

Bachelor Business Information Systems

Bachelor of Tourism, Hospitality and Events Management

Bachelor of Marketing Management

Bachelor of Human Resource Management

Bachelor Finance Management

Bachelor of Business Administration (Honours) Marketing and E-Commerce

### **Postgraduate Studies**

Diploma in Education

Diploma in Higher Education

Diploma in Events Management

Diploma in Finance Management

Master of Education – Educational Leadership, Management and Policy

Master of Science in Information Technology

Master of Science in Tourism and Hospitality

Master in International Relations, Diplomacy and Management

Master in Public Policy and Management

Doctor of Philosophy in Information Communication Technology

Doctor of Philosophy in Tourism

Doctor of Philosophy in Business Administration

Master in HIV/AIDS Management

**TECHNICAL COLLEGES AND VOCATIONAL TRAINING CENTRES (SEE  
NTA ACCREDITED INSTITUTIONS AT THE BACK OF THIS BOOK).**

The Windhoek and Regional Vocational Training Centres are responsible for providing Namibia's labour force with various artisan skills. These technical colleges prepare skilled artisans through a programme that

provides a sound foundation in theory combined with experience in the working environment. Persons, who wish to improve their knowledge and technical skills, can enrol for skills training and upgrading courses at these institutions. Training programmes consists of apprenticeships, basic and advanced skills upgrading and bridging courses.

- ⑩ **Namwater Human Resources Development Centre (HRDC)**
- ⑩ **Nampower Training Centre**
- ⑩ **Namibia Institute of Mining and Technology (NIMT)**
- ⑩ **Community Skills Development Centre (COSDEC)**
- ⑩ **Katutura Community College**

The following trades, which are divided into four categories, are offered by Vocational Training Centres throughout the country:

### **Automotive Engineering Trades**

- Auto mechanic
- Auto Electrician

### **Electrical Engineering Trades**

- Electrician (general)
- Refrigeration and Air conditioning Mechanic
- Radio and Television Mechanic (Electronic Service Mechanic)

### **Mechanical Engineering Trades**

- Fitter (Machinery)
- Turner (Machinist)
- Welder and Fabricator
- Boilermaker

### **Building and Construction Trades**

- Carpenter
- Joiner and Cabinet Maker
- Bricklayer and Plasterer
- Plumber

### **Trades in the Information Technology**

- ⑩ Junior Computer Technician
- ⑩ Office Administration
  
- ⑩ International Driver's License

### **Trades in the Hospitality and Food Industry**

- ⑩ Food Preparation and Cooking
- ⑩ Food and Beverages service
- ⑩ Accommodation Services
- ⑩ Reception Services
- ⑩ Hospitality and Tourism
- ⑩ Catering

### **Trades in Fashion and Fabrics**

- ⑩ Clothing and knitting
- ⑩ Fashion Design and Tailoring

VTCs are situated in Windhoek, Rundu, Katima Mulilo, Oshakati and Okakarara. A related skills training centre is situated in Arandis.



## **Contact Details**

Windhoek Vocational Training Centre

P/Bag 13334,

Windhoek, Namibia.

Tel: (061) 211742

Okakarara Vocational Training Centre,

P/Bag 2112

Okakarara, Namibia

Tel: (067) 317094

Rundu Vocational Training Centre

P/Bag 2081

Rundu, Namibia

Tel: (066) 255211

Valombola Vocational Training Centre

P/Bag 5516

Oshakati, Namibia

Tel: (065) 230033

Zambezi Vocational Training Centre

P/Bag 1064

Katima Mulilo, Namibia.

Tel: (066) 253264

Marco Mpollo Vocational Training Centre

P.O.Box 15444

Oshakati

Tel/Fax: 065-257001

## **NamWater Human Resources Development Centre (HRDC)**

The NamWater Human Resources Development Centre is situated at the Von Bach complex, south of Okahandja.

The HRDC was registered as a Vocational Training Centre with the Ministry Education. The Centre is also registered to give training in different trades according to the Namibia Trade Testing and Certification Centre (NTTCC). NamWater requires a Grade 10 or Grade 12 with passes in English, Mathematics and Physical

Science to be accepted and also pass an aptitude test. For Electrical General grade 12 with a D symbol in both Mathematics and Science is required.

The following training vocations are offered at the HRDC:

- ☐ Water Care
- ☐ Electrician (General)
  
- ☐ Carpentry and Joinery
- ☐ Bricklaying and Plastering
- ☐ Fitting and Turning
- ☐ Mechanic (Auto and Diesel)
- ☐ Boiler Making
- ☐ Plumbing & Pipefitting
- ☐ Office Administration

Skills upgrading is also offered for those who are already employed in the relevant fields for four years. The upgrading courses take three levels and candidates are expected to do one level per year. Upon conclusion of the training they undergo trade testing for one or two days.

**Contact Details:**

NamWater Human Resources Development Centre (HRDC)

P. O. Box 291

Okhandja, Namibia

Tel.: (062) 716001

**NamPower Training Centre**

NamPower provides theoretical and practical skills to individuals, as would be required in thermal, hydro and other types of power stations, where energy is turned into electricity.

The NamPower Training Centre is open to all Namibian citizens with a Grade 12 plus languages or equivalent qualification, with Mathematics and Design and Technology as a subject. Apprenticeship training extends over a period of four years, which is mainly constituted by practical training at NamPower's Training Centre as well as in-service training at power stations and distribution regions.

Apprenticeship training is offered in the fields of:

- Electrician
- Fitter and Turner

**Contact Details:**

NamPower

Head: Recruitment and Selection

P O Box 2864

Windhoek, Namibia

Tel.: (061) 205 4111

**NIMT**

NIMT is a technical institute offering training that is aimed at providing practical and technical skills required by mining, engineering and other industries. Training is mostly geared towards the attainment of artisan-level qualifications, with a focus on technical and supervisory skills, as required in the mining, manufacturing and engineering disciplines. Practical and theoretical training, as well as well-rounded general education, is provided. Students can enrol for apprenticeships-, skills-upgrading- (job experience required) and special training courses.

This institution offers classes to both full-time and day-release students. **Full-time training** is offered in the following general disciplines: Fitting and Turning, Boilermaking, Diesel & Petrol Mechanics, Autotronics, Electrical, Instrumentation, Air-conditioning & Refrigeration, Millwright (Electrical), Bricklaying & Plastering, Carpentry & Joinery, Plumbing and Sheet Metalwork and Clothing Production.

**Skills Upgrading** is offered in the following trades: Fitting and Turning, Fitting, Boilermaking, Welder, Motor Mechanic, Diesel Mechanic, Electrical, Instrumentation, Air-conditioning & Refrigeration, Bricklaying & Plastering, Carpentry & Joinery, Plumbing and Sheet Metalwork and Clothing Production.

**Special Training** is offered in the following trades: Fitting, Welder, Diesel Mechanic, Bricklaying & Plastering, Carpentry & Joinery, Plumbing and Sheet Metalwork and Clothing Production.

NIMT has currently four campuses: NIMT Southern Campus (Keetmanshoop), NIMT Northern Campus (Tsumeb), NIMT Engineering Trades Campus (Arandis) and NIMT Building and Civil Trades campus (Arandis).

**Contact Details:**

The Executive Director

P/Bag 5025

Swakopmund, Namibia

Tel.: (064) 511 800

Email: [ho@nimtnamibia.com](mailto:ho@nimtnamibia.com)

Website: [www.nimtnamibia.com](http://www.nimtnamibia.com)

**Community Skills Development Fund (COSDEF)**

COSDEC is a community based, locally managed skills training centre. Its main purpose is to provide skills

to young people which will assist them to compete in the world of work.

They offer the following courses to those with Grade 10 and 12

- ⑩ Bricklaying and Plastering
- ⑩ Needlework
- ⑩ Building Maintenance
- ⑩ Hospitality (Food Preparation and Beverages)
- ⑩ Hairdressing
- ⑩ Baking with Solar Ovens
- ⑩ Sheet metal work
- ⑩ Wire Craft
- ⑩ Textiles
- ⑩ Woodwork
- ⑩ Plumbing and Pipefitting
- ⑩ Welding and Fabrication
- ⑩ Glass Recycling
- ⑩ Office Administration and Computer

**Contact Details:**

COSDEF,

Head office Swakopmund.

**Katutura Community College**

Katutura Community College offers National Vocational Certificate in:

- ⑩ Office Administration
  - ⑩ Information Communication and Technology
- and other short courses such as Computer Literacy, Bookkeeping skills, Receptionist Skills, Stock Control, Typing Speed, A+ & N+ PC Technician.

**Contact Details:**

Okuryangave, Stop en Shop, Windhoek

Tel.: 061 – 215671

Cell: 0813043383

**CENTRES FOR UPGRADING SCHOOL RESULTS AND BRIDGING PROGRAMMES:**

- ⑩ Hoperise College and Training Consultants
- ⑩ Namibian College of Open Learning (NAMCOL)
- ⑩ Namibia Educational Assistance College (NEAC)
- ⑩ Khomas Academic Center (KHAC)
- ⑩ Okahandja Restart College
- ⑩ The University Centre for Studies in Namibia (TUCSIN)

**Hoperise College**

**Ministry of Basic Education, Arts and Culture approved programme**

Their Ministry of Education programs are intensive and fast-paced, with an aim to see to it that those students who did not perform very well in their formal school years are given another chance to improve their grades and symbols. The college offers classes and tutorial for Grade 10 and 12 pupils.

**Contact Details:**

No. 44 Barbetweg St, Hochlandpark, Windhoek

Hotline: +264 818 000 800

Cell: +264 81 3021400 , +264 81 8835200

**NAMCOL**

NAMCOL is a semi-autonomous educational institution which falls under the Ministry of Education. Its objective is to enable adults and out-of-school youths or those who cannot or do not wish to attend formal school, to further their education whilst continuing with their day-to-day activities and responsibilities.

NAMCOL currently offers courses leading to the Junior Secondary Certificate (JSC) (Grade 10) and the NSSC (Grade 12). Learners can opt to study through either the distance education mode (DE) or by means of afternoon/evening classes at a face-to-face (F-F) tutorial centre.

NAMCOL also offers students the opportunity to upgrade their symbols for certain subjects in the Grade 10 and Grade 12 examinations. This is especially helpful if they have only failed a few subjects.

NAMCOL further offers the Certificate in Education for Development course (CED) in conjunction with

UNISA ABET Institute, for those involved in the field of adult education, community development or extensions.

For courses leading to the NSSC Grade 12, please also refer to the Institute of Open Learning (IOL) under the section: Private Colleges.

**Contact Details:**

Office of the Director

NAMCOL Head Office

Private Bag 15008

Katutura, Windhoek

Tel.: (061) 3205111

Northern Regional Office, NAMCOL

P.O. Box 80002

Ongwediva

Tel: (065)233780

Central Regional Office, NAMCOL

P.O. Box 2006

Otjiwarongo

Tel: (067) 304 379

North-eastern Regional Office, NAMCOL

Private Bag 2123

Rundu.

Tel: (066) 255545

Southern Regional Office, NAMCOL

Private Bag 13275

Windhoek.

Tel: (061) 320 5272/5/3

**Namibia Educational Assistance College (NEAC)**

NEAC is a fulltime comprehensive tuition centre that provides students with the support and encouragement they need to successfully complete high school and to develop a positive self image. It provides tuition for the NSSC and JSC.

A learning strategies course is offered to prepare the students for the demands of studying. NEAC also offers study camps, career guidance and motivational speeches.

In addition to the JCS and the NSSC it also offers the following courses:

- ⑩ Basic Computer Literacy and Administrative courses e.g. Secretarial & Typing.

**Contact Details:**

P.O. Box 23543, Windhoek

Tel: 061 238 381

Fax: 061 236 672

Cell: 0812 862 111

Email: arnath@mweb.com.na; Website: www.neacollege.net

**Khomas Academic Center (KHAC)**

KHAC is a tutorial centre offering both grades 10, 12 and vocational training. KHAC offers a form of



managed independence, preparing student to enter university as they complete secondary education. KHAC prepares students for Namibia's IGCSE as well as HIGCSE school-leaving exam as well as providing the students with vocational skills that will enable them to enter the job market or become entrepreneurs. KHAC also introduced afternoon care for children of all ages who will need a place to do homework.

### **Okahandja Restart College**

Okahandja Restart College is assisting upgrading learners in all subjects, grade 10 & 12. The college also provide afternoon classes for grade 1 – 12.

#### **Contact Details:**

Cell: 0812836405

### **The University Centre for Studies in Namibia (TUCSIN)**

TUCSIN was established in 1978 to enrich and advance the education of young people in Namibia. Currently, TUCSIN oversees the implementation of five projects: the Complementary Course, the !Nryae !Nryae Enrichment Programme, the Culture class & Feeding Programme. The Complementary course was started in 1984. The main objective of this programme is to help students to improve academic performance and further their intellectual skills. The ultimate aim is to help Namibian students gain acceptance and achieve success at tertiary-level studies.

In order to be considered for the NSSC course at TUCSIN, candidates should have obtained the following grades or higher in at least four of the following subjects at NSSC level:

Mathematics (E)

English (E)

Biology (E)

Physical Science (E)

Business Studies (E)

Geography (E)

Agricultural Science (E)

Development Studies (E)

#### **Contact Details:**

TUCSIN

P.O. Box 11174

Klein Windhoek, Windhoek

Tel.: (061) 224840

TUCSIN Oshakati,

Leo Shoopala Street

Oshakati

Tel: (065) 224649

TUCSIN Rundu

Don Bosco Youth Centre

Tel: 063 - 267238

**TOURISM AND HOSPITALITY TRAINING INSTITUTIONS (ALSO SEE NTA AND NQA AT THE BACK OF THIS BOOK OR NQA WEBSITE).**

**Namibia Academy for Tourism & Hospitality (NATH)**

The main purpose of NATH is to work jointly with other partners in the tourism and hospitality industry in order to address and co-ordinate tourism related training needs in Namibia. For example developing a highly professional workforce, meet national and international requirements and to provide ongoing opportunities for training in tourism.

It is, therefore, well positioned to assess the expectations of tourists and identify corresponding training needs. Courses are open to the general public and students. Applicants vary from employees in the tourism industry to people who simply want to further their knowledge about Namibia.

## National Tour Guide Courses

39 subject knowledge modules offered part time and full day and open to general public are:

### One Elective Unit Standards for Tour Guides

Health and Safety, Work with Colleagues and customers, English Communication, Socio-economic and Political, Customer Care, Estimations and Calculations, First Aid, Cultures and Traditions, Ethical and Legal Responsibilities, Contribution Tourism to Economy, Personalities and Events, Environmental Sustainability, Flora National, Fauna National, Birds National, History, Geography/Geology, Astronomy night sky, Bush kitchen, Desert Guiding, 4x4 tour vehicle in off-road tours, Assist with prep Extended tour, Prepare to conduct a Short tour, Prepare to Conduct Extended Tour, Assist to conduct Extended tour, Conduct a short tourist experience, Conduct Extended Tour, Flora Local, Fauna Local, Birds Local, Guide in wetland habitats in Namibia, Guide a in marine habitats in Namibia, Lead tourists on a short adventure, Normal tour vehicle on a formed road, Rural communities, Urban communities, Guiding in a foreign language and Environmental sustainability in tours.

### Contact Details:

NATH Office,

- Independence  
Avenue, P.O. Box 2701,  
Windhoek.  
Tel.: (061) 259288/259388

Email: [info@nathnamibia.org](mailto:info@nathnamibia.org)

## YOUTH SKILLS TRAINING CENTRES

- Kai//ganaxab Youth Skills Training Centre
- Okahao Green Skills Training Centre

### Kai//ganaxab Youth Skills Training Centre

The operational objective of the Kai//Ganaxab Youth Skills Training Centre (Ministry of Youth, National Service, Sports and Culture) is to provide civic education, relevant skills training and basic entrepreneurial training to the Namibian Youth.

Theoretical and practical training is offered and the following courses are currently offered:

- ☐ Bricklaying and Plastering
- ☐ Carpentry and Joinery
- ☐ Hospitality and Catering
- ☐ Tailoring and Fashion Design
- ☐ Welding and Fabrication
- ☐ Plumbing and Pipefitting
- ☐ Computer and Public Administration

Entry requirements are as follows: Namibian citizenship, unemployed, age 17 - 30 years, and completed Grade 10 or Grade 12 with passes in English, Mathematics and Physical Science. Student intake/recruitment takes places at the beginning of the year and candidates are advised to get in touch with the centre at this time.

### Contact Details:

The Head of Centre

Kai//Ganaxab Youth Skills Training Centre

P/Bag 2008

Mariental, Namibia

Tel.: (063) 24 0808/24 2330

### **Okahao Green Skills Training Centre**

The Okahao Green Skills Training Centre, operating under the auspices of the Ministry of Youth, National Service, Sport and Culture strives to promote and encourage full participation of the Namibian youth in national and socio-economic development through skills training.

The centre offers a one year Certificate and following are the subjects:

- Agricultural Mathematics
- Farm Management

- Animal Husbandry
  - Plant Production
  - Soil Management
  - Agricultural Mechanisation
  - Horticulture
  - Crop Production
  - Nursery Techniques
  - Basic Agronomy
  - English Communication
- Project Planning

Entry requirements are as follows: Namibian citizenship, unemployed status, age 18 - 35 years and completion of Grade 10 and Grade 12. Student intake/recruitment takes place at the beginning of the year and candidates are advised to get in touch with the centre at this time.

### **Contact Details:**

The Head of Centre

Okahao Green Skills Training Centre

Okahao, Ongandjera

Namibia

P.O. Box 58

Okahao, Namibia

Tel.: (065) 252045

### **OTHER YOUTH SKILLS TRAINING CENTRES**

#### **Frans Dimbare Integrated Rural Youth Development Centre**

P.O. Box 5066

Divundu

Tel: (066) 258307

#### **Friedenau Outdoor Leadership and Environmental Centre**

P/Bag 13391

Windhoek.

Tel: (061) 234223

#### **Farm Du Plessis Rural Youth Development Centre**

P.O. Box 552

Gobabis

Tel: (062) 568334

**Eenhana Multi-Purpose Youth Centre**

Dimo Hamaambo Street, Eenhana

Tel: (065) 264350

**John Muafangejo Art Centre**

Old Compound, Leonard Auala Street, Katutura

P.O. Box 60814

Katutura, Windhoek

(061) 260399/260014

**PRIVATE COLLEGES** (some of the colleges mentioned here are not accredited, but their status may change anytime, please contact NQA)

- ☐ Adonia College
- ☐ African Hospitality and Tourism Cc
- ☐ Africa Institutional Management Services (AIMS)

- ☐ Business School of Excellence (BSE)
- ☐ Centre for Training and Projects Development (CTPD) - National Institute of Technology
- ☐ Institute for Information Technology (IIT)
- ☐ Institute of Open Learning (IOL)
- ☐ International Training College Lingua
- ☐ KMT Commerical College
- ☐ Monitronic Success College
- ☐ Namibian Maritime and Fisheries Institute
- ☐ Silver Spoon Hospitality Academy CC
- ☐ Triumphant College
- ☐ Tulipohamba Training and Assessment Institute
- ☐ Welwitchia Health Training Centre
- ☐ Windhoek Flight Training Centre
- ☐ Wolwedans Foundation Trust

### **Adonai College**

The college is registered with the Namibia Training Authority (NTA). Adonai College is also a City & Guilds approved center.

#### **Courses offered:**

- ⑩ Certificate in English for Speakers of other languages( ESOL)
- ⑩ Certificate in Counselling

#### **Diploma in IT Systems Support and Maintenance**

Diploma in Counselling

Diploma in Environmental Health and Safety Management

#### **Contact Details:**

P.O. Box 2158, Windhoek

146 Bach Street, Windhoek West

Email: [info@adonaicollege.org](mailto:info@adonaicollege.org)

Tel: 061 – 231723/0814249699

### **African Hospitality and Tourism Cc**

Africa Hospitality and Tourism Training Centre is a subsidiary of African Hospitality and Tourism Training cc. The Centre provides Vocational Education Training (VET) in Hospitality and Tourism service to the community. See their NQA accredited courses at the Back of this book or consult NQA Website.

#### **Contact Details:**

P.O. Box 41251, Ausspanplatz

Abraham Mashengo Street, Maroela, Katutura

Email: [sales@aht.com.na](mailto:sales@aht.com.na)

Tel.: 061 - 256849

### **Africa Institutional Management Services (AIMS)**

AIMS offers professional and vocational skills training to meet the ever changing requirements of the African job market and their approach to training and development acknowledges both the core realities and new challenges of leading and managing organisations. AIMS is dedicated to capacity building towards the realisation of VISION 2030 and the Harambe prosperity plan in order to provide Namibians with developmental training to enhance management performance and productivity. See their NQA accredited courses at the Back of this book or consult NQA or AIMS Website.

**Contact Details:**

P.O. Box 61437 Katutura

11 Viljoen Street, Windhoek West

Tel: 061-245 917

Email: [info@aims.com.na](mailto:info@aims.com.na)



## **Business School of Excellence (BSE)**

This school offers tertiary programmes ranging from Logistics to Education. See their NQA Accredited courses at the back of the book.

## **Centre for Training and Projects Development (CTPD - National Institute of Technology)**

CTPD provides tuition for world-class quality Vocational, Technical and Professional Course Programs at NQF Levels 2 to 7. These programs are assessed and certified by internationally recognized examinations bodies such as Pearson BTEC, CIPS, CILT, CIM, ACCA and CIMA. See their NQA accredited courses at the Back of this book or consult NQA or CTPD Website.

### **Contact address:**

P.O. Box 2812, Windhoek

2 Johann Albrecht Street Windhoek West

Tel.: 0811282180/813294977

Fax.: 0886559294

Email.: [info@ctpd-namibia.com](mailto:info@ctpd-namibia.com)

## **Institute for Information Technology (IIT)**

In today's fast paced world of Information Technology, there is always a growing need for qualified computer professionals. IIT Computer Education programmes will supply candidates with the necessary skills and international qualifications to become a computer professional. It serves as an excellent base to further ones skills in the world of Information Technology.

The IIT recognised the need for short-term business and management training in Namibia and established a new division which offers internationally accredited education programmes. IITs courses focus on both

the theoretical and practical aspects of Computing. See their NQA accredited courses at the Back of this book or consult NQA and IIT Website.

### **Contact Details:**

Institute for Information Technology (IIT)

P.O. Box 11361

Windhoek

Tel.: (061) 253141

Email: [info@iit.com.na](mailto:info@iit.com.na)

### **Institute of Open Learning (IOL)**

IOL offers a flexible approach to distance education in Namibia. The courses offered by this institution are accredited by prominent South African educational establishments. Currently, a number of programmes, leading to qualifications in the field of education are offered and Namibia Senior Secondary Certificate is also offered through distance education through IOL.

Entrance requirements to those courses are flexible and work experience is taken into account when formal education qualifications are of a lower level than the entry requirements. Students who are employed can apply for educational loans at IOL finance to further their studies at IOL. See their NQA accredited courses at the Back of this book or consult NQA and IOL Website.

### **Contact Details:**

Institute of Open Learning (IOL)

Trustco Building, Keller Street

Private Bag 15007

Katutura, Namibia

Tel.: (061) 2754000

### **International Training College Lingua**

The College offers the following courses at Certificate and Diploma levels:

Office Administration, Accounting and Finance, Information Technology, Travel and Tourism, Business

Practice, Business Administration and Human Resource Management. They also offer courses in the following languages: English, French, Portuguese, Spanish, German, Afrikaans, Oshiwambo, Damara and Nama. See their NQA accredited courses at the Back of this book or consult NQA and the college's Website.

**Contact Details:**

8058 Schweitzer Street, Windhoek West

P.O. Box 50097

Bachbrecht.

Tel: (061) 301032 /4/5

Fax: (061) 301033

Email: [admissions@collegelingua.com](mailto:admissions@collegelingua.com)

**Monitronic Success College**

The college was established to meet the ever growing need for tertiary education in Namibia to provide quality education to people from different academic backgrounds. It aims to produce graduates that are equipped with knowledge and skills that are relevant to various sectors of Namibia and the International community.

Certificate, diploma, and Advanced Diploma courses are offered in their Business School, Engineering School and School of Computing. For detailed information, please consult the institutions prospectus.

**Contact Details:**

Box 40792, Aussspannplatz, Windhoek

Tel: +264 61 232 652

Cell: +264 81 821 2272

Fax: +264 61 234 736

Email: [danny@mweb.com.na](mailto:danny@mweb.com.na)

[www.monitronicscollege.com](http://www.monitronicscollege.com).

Otjiwarongo Office.

Tel: (067) 304652/0812119888

**Namibian Maritime and Fisheries Institute (NAMFI)**

NAMFI provides maritime and fisheries training in order to enable students to take up qualified positions within the maritime and fisheries industries in Namibia and elsewhere. There are three training departments namely Navigation, Engineering and Safety. Candidates can train as Maritime Engineers responsible for keeping the engines and machinery in good running condition; Deck Officers responsible for navigation and command of the ship and looking after the cargo; and Safety Officers who ensure the overall safety of the people working on the ship.

**Contact Details:**

1<sup>st</sup> Street East, No. 29

P.O. Box 3228

Walvis Bay

Tel: (064) 270900

### **Silver Spoon Hospitality Academy CC**

The Silver Spoon Hospitality Academy offers courses in food preparations and Beverage. See their NQA accredited courses at the Back of this book or consult NQA Website.

#### **Contact Details:**

Armstrong Street Shop B2, Windhoek

Tel.: 061 – 240994

Email: [info@silverspoon.com.na](mailto:info@silverspoon.com.na)

### **Triumphant College**

Triumphant College was opened in 2006 and it was derived from Namibia Vision 2030, which identifies Education, Science and Technology as one of its driving forces in achieving the national goals. The college offers tertiary level courses ranging from Management, Commercial and Engineering. See their NQA accredited courses at the Back of this book or consult NQA or the college Website.

**Contact Details:**

Town Campus

194 Independence Avenue, Transnamib Building

Tel: 061 216612

Email: triumph1@iway.na

**Main Campus**

1 Schoeman Street, Windhoek

Tel: 061 23 49 03

Fax: 061 30 32 56

Mobile: 081 413 2823

Email: triumph1@iway.na

**Tsumeb Campus**

Email: triumphanttsumeb@gmail.com

**Katima Mulilo**

Mobile: 081 670 3905

**Rundu Campus**

Mobile: 081 446 6224

Email: triumphantrundu@gmail.com

**Tulipohamba Training and Assessment Institute**

Tulipohamba Training and Assessment Institute is a tertiary training college offering health related courses in Counselling, Community and Occupational Health. See their NQA accredited courses at the Back of this book or consult NQA Website.

**Contact Details:**

P.O. Box 64530

China Town, Windhoek

Tel.: 061 – 257153

**Welwitchia Health Training Centre**

Welwitchia University offers tertiary qualification on a full time and distance mode. See their NQA accredited courses at the Back of this book or consult NQA or the university Website.

**Contact Details:**

P.O.Box 98604, Pelican Square, Hochland Park,  
Windhoek 183 Industrial Street, Lafrenz Windhoek,  
Namibia Tel.: 061 247 238

Email: [info@welwitchiauniversity.com](mailto:info@welwitchiauniversity.com)

### **Windhoek Flight Training Centre**

This centre offers training to aspiring pilots. They offer training for the following two categories:  
Private Pilot's Licence and Commercial Pilot's Licence.

### **Contact Details:**

Eros Airport

P.O. Box 80876

Eros Airport

Windhoek

Tel/Fax: (061) 238191

### **Wolwedans Foundation Trust**

The Wolwedans Foundation Trust was established in 2010 by NamibRand Safaris (Pty) Ltd with the aim of creating an entity through which the company could carry out its corporate social responsibility commitments. Wolwedans prioritize human resource development, social upliftment, the sharing economic opportunities and the encouragement of others to build a better future. The Wolwedans Foundation promotes

this goal through offering vocational training via The Namibian Institute of Culinary Education (nice). See their NQA accredited courses at the Back of this book or consult NQA or the Foundation Website.

### **Contact Details:**

P.O. Box 5048 – Windhoek

Tel.: + 264-61-230 616.

Fax: +264-61-220 102

E-mail: foundation@wolwedans.org

### **Beauty Schools**

#### **⑩ Dermashaft Academy**

This beauty School offers a Cosmetology course in the following: Hairs Dressing; Study of Nails; Study of skin (Make-Up) and Spa training.

### **Contact Details:**

Capital Centre Building Unit 1 & 2, 1<sup>st</sup> Floor, Werner List Street, Windhoek

Tel +26461224870, +264813328640, +2648565690226; Email: dermashaft@gmail.com.

#### **⑩ Shadonai Beauty School**

This beauty school offers the following 1 year or 18 months or 6 months courses:

- ⑩ Beauty Therapy; Complimentary Therapy; Hairdressing; Certificate in Fitness Training; Certificate in Nail Technology; Diploma in Spa Therapy.

The following short courses range from 3 days to 14 weeks;

Eyelash Extensions; Facial Therapy; Facial Electical; Hairdressing; Make-Up; Massage Therapy; Nails & Nail Art; Waxing.

### **Contact Details:**

Jordaan Street, Pioneerspark

P.O. Box 35131

Windhoek

Tel/Fax: (061) 223111/081 270 0999

### **Theological Educational Institutions**

- ⑩ Namibia Evangelical Theological Seminary (NETS)
- ⑩ Philippi Trust
- ⑩ St. Charles Lwanga Major Seminary
- ⑩ United Lutheran Theological Seminary (Paulinum)

### **Namibia Evangelical Theological Seminary**

NETS is an evangelical interdenominational theological seminary that provides evangelical, biblical, theological and pastoral training. Since NETS is accredited with some universities, successful students may enrol for postgraduate studies at these universities.

### **Courses offered:**

#### **Certificates**

- ⑩ Certificate in Theology
- ⑩ Certificate in Applied Christian Ministry
- ⑩ Christian Ministry

#### **Diplomas**

- ⑩ Christian Ministry
- ⑩ Diploma Theology



## **Degree**

- ⑩ Bachelor of Theology
- ⑩ Bachelor of Theology Honours

NETS offers part-time, Online Studies, full-time, correspondence and regional extension courses to students throughout Namibia.

### **Contact Details:**

Namibia Evangelical Theological Seminary,

P O Box 158

Windhoek, Namibia

Tel.: (061) 222885

[www.nets.edu.na](http://www.nets.edu.na)

## **Philippi Trust**

The Philippi Trust provides a broad based, general counselling service with specialist knowledge applied in the areas of HIV/AIDS, Psycho-social Support for Orphans and Vulnerable Children, Child Abuse and Compulsive and Dependent Behaviour and specialises in Counselling Skills Training. It is an inter-denominational team of Christians living out of their faith in service to others. By combining the best Christian practices with secular wisdom, it seeks to bring understanding and healing to those in need.

### **Training Courses offered:**

#### **Adult Training**

##### **⑩ Introduction to Developing Listening Skills**

This course is specifically aimed at church clergy, their congregations and anyone interested in improving developing their listening and responding skills. The Course is intended for people with little or no previous experience or training in this area. It IS a basic listening course and NOT intended to qualify you as a counsellor. It will further your skills as an effective listener and prepare you for further Christian Counselling.

##### **⑩ Fundamentals of Counselling**

This is a 60-hour foundation course in Counselling, 35 hours of which are required to be attended in a group, the remainder to be completed as course work in the form of a book review, a questionnaire and a personal learning journal. Participants who successfully complete this course will be issued a 'Certificate of Attainment'. This course is a comprehensive introduction to Christian Counselling, combining theory and practice to help you develop your own counselling style.

##### **⑩ Engage in counselling with people on HIV and AIDS (Unit Standard)**

The purpose of this module is to provide the skills and knowledge to engage in counselling with people on HIV and AIDS. It includes developing and updating personal knowledge about HIV related counselling models, policy and legislation in Namibia; establishing the counselling relationship with client; assisting the client to identify purpose for counselling; assisting client to work towards achieving identified purpose for counselling; assisting client to implement counselling plan and effecting closure of the counselling relationship with the client.

#### **⑩ National Certificate in Counselling Services (Community Counselling)**

This 780-hour counselling training course combines theory with practice and runs over 2 years. Completion of the certificate will provide access to the National Diploma in Counselling Supervision (NQF, Level 3) and Philippi Specialist Training. The course is based on three elements: theory, skills practice, personal awareness/development. Specialist subjects include: loss and bereavement, rejection, forgiveness, terminal illness

#### **⑩ National Diploma in Counselling Services (Counselling Supervision)**

This qualification is designed to be accessible and flexible, and is aligned as a higher education qualification. The entry restrictions to this qualification are designed to ensure efficient communication skills. Candidates require the following for entry to this qualification:

Grade 12 Certificate with a pass in English – or equivalent

National Certificate in Counselling Services (Level 3) Community Counselling – or equivalent.

- Perform Counsellor Supervision and Develop Staff (Unit Standard)

### **Wellness Training**

- Employee Emotional Wellness Programme

This programme consists of counselling services that are accessible to employees and managers alike and provide uniquely tailored solutions to assist employees face the stresses associated with modern life.

### **Youth Training**

- Psycho-social Support for Orphans & Vulnerable Children

This course is aimed at increasing the well-being of Orphans and Other Vulnerable Children as well as increasing the capacity of communities to provide Psycho-social support through the use of youth volunteers to these children. Areas covered are the understanding of self esteem, knowing children's rights and their responsibilities with regard to these rights, helping children cope with loss and grief and child abuse and how to recognise different forms thereof.

The overall aim of the project is to increase the well-being of Orphans and other Vulnerable Children (OVC), and to build the capacity of communities to provide psycho-social support to OVC through the use of youth volunteers.

### **Experiential Learning Camps**

Vulnerable children from various institutions and communities are invited to take part in Experiential Learning Camps. The aims of these camps are to enhance the child's coping skills in dealing with challenging and stressful life situations. The children follow a programme and are coached on topics such as 'self esteem', 'sex and sexuality' and 'loss and bereavement'.

- **Psycho-social Support in Schools and Clubs**

Staff and group leaders conduct sessions with children in schools, and various community points using the following training material:

- Tree of Life, a psychosocial tool based on narrative practices that uses tree parts as a metaphor for different aspects of our lives. The tool helps trained counsellors and paraprofessionals facilitate conversations with children about loss and bereavement in a way that helps them also share stories of hope, shared values and connections to those around them as well as those who died.
- Hero book: Children are motivated to make their own hero books and as authors and illustrators of their own stories are taken on a "victory journey". Each child highlights how they named and identified strategies to overcome their challenges.

- Journeying towards our dreams: a series of participatory activities that can be used by key stakeholders in school communities to change schools into centres of care and support. Aimed at school communicators and members of the school community and can be used in other places where children's wellbeing is involved.
- 

**Contact Details:**

*PO Box 4447, Windhoek, Namibia*

*Tel+26461-259291*

*Fax+26461-259210*

*Website: [www.philippinamibia.com](http://www.philippinamibia.com)*

*GeneralEmail[information@philippinamibia.com](mailto:information@philippinamibia.com)*

*DirectorEmail[marianne@philippinamibia.com](mailto:marianne@philippinamibia.com)*

*Counselling Enquiries Email: [counselling@philippinamibia.com](mailto:counselling@philippinamibia.com)*

*Training Courses Email: [training@philippinamibia.com](mailto:training@philippinamibia.com)*

*Children Enquiries Email [children@philippinamibia.com](mailto:children@philippinamibia.com)*

### **St. Charles Lwanga Major Seminary**

St. Charles Lwanga Major Seminary mission is to empower and equip Namibian Catholic Church with qualified, committed and faithful priests and spiritual leaders, well-versed in catholic doctrines and skilled in practical ministry and to form quality leaders in the Namibian society who can guide people in varied walks of life through their philosophical and theological learning. This would mean empowering people through philosophical and theological enquiry and learning based on Catholic tradition, yet in a living and creative dialogue with other religious and cultural traditions. See their NQA accredited courses at the Back of this book or consult NQA or the Foundation Website.

#### **Contact Details:**

P.O Box, 40376, Windhoek

17, Jan Jonker Road.

Tel.: 61-240063/235390

Fax: 229952

Email: [bennykaru@yahoo.com](mailto:bennykaru@yahoo.com) OR [seminary@iway.na](mailto:seminary@iway.na)

### **United Lutheran Theological Seminary (Paulinum)**

Paulinum has been a theological training institution for pastors from two Lutheran churches, the Evangelical Lutheran church in the Republic of Namibia (ELCRN) and the Evangelical Lutheran church in Namibia (ELCIN) since 1963. Today, however, Paulinum is open to students from other church denominations.

Paulinum offers three different programmes of theological study: These are:

- Certificate in Theology;
- Diploma in Theology; and
- Bachelor of Theology.

#### **Contact address:**

Private Bag 16008

Windhoek

Tel: (061) 258824/5/6

Fax: (061) 258827

### **INSTITUTIONS PROVIDING TRAINING AND DEVELOPMENT PROGRAMMES FOR SMALL AND MEDIUM ENTERPRISE (SMEs)**

- Agri-Futura
- Katutura Youth Enterprise Centre (KAYEC)
- Namibia Chamber of Commerce and Industry (NCCI)
- Rossing Foundation
- Southern Africa - Development and Consulting (CRIA SA-DC)

- U-Do Trust
- Urban Trust of Namibia (UTN)

### **Agri-Futura**

The objective of the institute is to bring about social upliftment of rural communities, to enhance self-development and self-reliance, to transfer knowledge and skills in order to enhance abilities, and to promote entrepreneurship individually and collectively.

Agri-Futura was established in 1993 to provide agricultural training to semi-skilled and unskilled employees and rural communities. Since then the company has developed a multitude of training courses, which are custom-made for the development of people at grass roots level. These can be enriched for trainees at a higher level of development.

**The institute offers training in the following fields:**

- ⑩ Emerging Farmers Training
- ⑩ Water pump Installation and Maintenance
- ⑩ Tractor and Truck Maintenance
- ⑩ Basic Vegetable Cultivation
- ⑩ Basic Arc Welding
- ⑩ Fence Making
- ⑩ Self – help group Training
- ⑩ Community based Tourism and Tour Guiding
- ⑩ Literacy and Numeracy
- ⑩ Community Based Management
- ⑩ Managing Small and Medium Businesses (SMEs)
- ⑩ Business Resource Management
- ⑩ Public Relations, Customer Care and Hospitality
- ⑩ Training of Trainers (TOT) and Community Facilitator's Programme
- ⑩ Other consultancies

**Contact Details:**

Agri-Futura

P.O. Box 31487

Windhoek

Tel.: (061) 218409

Cell: 081 128 9063

Fax: 0886558252

Email: [agrifutu@afol.com.na](mailto:agrifutu@afol.com.na)

**Katutura Youth Enterprise Centre (KAYEC) TRUST**

KAYEC was established in 1993 jointly by the Anglican Diocese of Namibia, the Evangelical Lutheran Church in Namibia, and concerned individuals in response to the crisis generated by escalating unemployment levels among the Namibian youth.

The objectives of KAYEC include the following: to help the youth become more enterprising, to help young entrepreneurs establish business enterprises in the informal sector and to help unemployed youth locate formal sector employment. The target area is nationwide, and the groups that benefit from the programmes are school leavers, out of school youth, business men and women, unemployed youth and those wanting to start their own businesses.

**Training programmes include:**

- ⑩ Joinery & Cabinet Making (six months)
- ⑩ HIV/AIDS
- ⑩ English and Mathematics
- ⑩ Life Skills
- ⑩ Welding & Metal Fabrication (six months)
- ⑩ Bricklaying & Plastering (six months)
- ⑩ Plumbing & Pipefitting (six months)
- ⑩ Tiling (six months)
- ⑩ Electrical Installation (six months)

- ⑩ Early Childhood Development (six months)
- ⑩ Tractor Backhoe Loader (TLB) (2 weeks)
- ⑩ Automotive Mechanic (six months)
- ⑩ International Computer Drivers License (ICDL) (four months)

**Contact Details:**

KAYEC

P.O. Box 5167

Windhoek.

Tel.: (061) 272670

Fax: (061) 246127



Ondangwa

P.O. Box 479,

Tel: (065) 241374

Fax (065) 241376

### **Namibia Chamber of Commerce and Industry (NCCI)**

The NCCI has a special SME desk. Its members are individual business people. Branches have been established in Oshakati, Rundu, Otjiwarongo, Walvis Bay and Windhoek. The NCCI is a nationwide business organisation, promoting prosperity for all Namibians by ensuring balanced private sector growth, enterprise development and global competitiveness. The target beneficiaries are chamber members, large businesses, export promotion companies, potential exporters and SMEs. The NCCI offers the following training programmes: Export and Marketing Awareness Workshops. Applicants must be members of one of the target groups. Business Management Training. Applicants must be established or potential business people.

#### **Contact Details:**

NCCI

P.O. Box 9355

Windhoek

Tel.: (061) 228809

### **Rössing Foundation**

The Foundation undertakes a number of activities across a broad spectrum of community development areas. These include local authority support to the town of Arandis, education, health, poverty alleviation, innovation, the environment, and enterprise development. To achieve these corporate social responsibility drives, activities are implemented in collaboration with critical partners such as the Ministry of Education; the Erongo Regional Council; the Ministry of Mines and Energy; the Ministry of Agriculture, Water and Forestry; the Ministry of Environment and Tourism; the US Peace Corps; Voluntary Services Overseas; the University of Namibia; and the Arandis Town Council.

The Rössing Foundation provides support in the following areas:

- **Education:** At the Ministry of Education's request, the Foundation supports the implementation of the Education and Training Sector Improvement Programme (ETSIP). These educational activities are centred in Arandis, Swakopmund and Ondangwa.
- **Knowledge and innovation:** The Arandis Sustainability Development Project (ASDP) was established to ensure the transformation from singular economic reliance on the mining sector to a diversified socio-economic base.

- **Poverty alleviation:** The Rossing Foundation approach is to promote the advancement of the living standards of all the people in Namibia by supporting small-scale miners' initiatives, the Community-based Natural Resource Management (CBNRM) Programme, small- and medium-scale enterprises (SMEs), as well as agriculture projects, in order to significantly contribute towards an increase in household income.

**Contact Details:**

PrivateBag13214

Windhoek

Tel.+26461211721

Fax +264 61 233 637

**Southern Africa - Development and Consulting (CRIAA SA-DC).**

CRIAA aims to develop entrepreneurs and improve of SME participation in the national economy.

The activities of CRIAA include consultancy, baseline studies, situation analyses, feasibility studies, compilation of business plans for small-scale industrial manufacturing and agricultural processing enterprises, market assessment and the development of veld products.

The following training programmes are offered:

- Technical Training in small-scale Agri-Processing (mahangu and other grains, oil seeds and veld products processing).
- Management and Business Development Training for Community /Co-operative Enterprises involved in Natural Products Commercialisation.

### **Contact Details:**

Southern Africa-Development and Consulting

P.O. Box 23778

Windhoek

Tel.: (061) 220117

Fax: (061) 232293

Website: [www.criaasadc.org](http://www.criaasadc.org)

### **Urban Trust of Namibia (UTN)**

The UTN was co-founded in 1994 by the NCCI and the Co-operative Housing Foundation, with financial assistance from the Ford Foundation. UTN is a non-profit organisation, which focuses on enabling communities, business associations, groups and institutions to promote effective, efficient, democratic and developmental forms of urban governance. UTN is not member-based; UTN's services include legal / organizational development, advocacy on urban governance, policy development, promotion of partnership, assistance in increasing accountability, research on policy issues and advisory services to groups and institutions in urban areas. Target areas are Thumb, Oshakati and Windhoek.

Training programmes include:

- Advocacy
- Leadership skills
- Proposal writing
- Participatory approaches

### **Contact Details:**

Urban Trust of Namibia (UTN)

P/Bag 13291

Windhoek

Tel.: (061) 248708

## **SELF-EMPLOYMENT OPPORTUNITIES**

### **Small and Medium Enterprises (SMEs) Service Providers**

It is a fact that the formal sector (public and private sector) cannot absorb all those who are willing and able to work. It is a fallacy to presume that every school-leaver and graduate will find permanent employment in the formal sector. Therefore, it becomes of utmost importance to change one's perspective; don't rely on becoming an employee, think of becoming an entrepreneur.

An entrepreneur is a person who generates a business idea and subsequently initiates an enterprise to implement the idea. In other words, an entrepreneur is a person who owns a business enterprise; someone who conceives, creates and takes the ultimate risks of a business venture. An entrepreneur does not focus on getting a job but on how to create his or her own employment as well as possible job opportunities for others.

Entrepreneurs normally operate in small to medium-sized businesses, mostly in the form of sole proprietorship or in partnership with other parties. There are various issues that prospective entrepreneurs have to consider before they can actually start operating. Some issues might include doing a feasibility study (an examination of the potential of ideas to be converted into a business), a viability study (focuses on the market and profit potential of a business idea), market research (for example, competitors in the same field, potential customers, etc.) and drawing up a business plan. There are, however, institutes that provide training and assistance to potential entrepreneurs who would like to start their own business.



Development Bank of Namibia								061-2908088
Centre for Research, Information, Action in Africa (CRIA) Southern Africa – Development & Consulting								061-220117
Creatively Functional Safari Workshop								
Department for International Development								
Deutsche Gesellschaft für Technische Zusammenarbeit								061-222447
German Development Service								
First National Bank of Namibia								061-2997564
FABLab Namibia								061 207 2885
Fredrich-Ebert-Stiftung								061-417500

Global Technology Network								
Institute for Management and Leadership Training								061-230555
Joint Consultative Committee								061- 22 0545
Katutura Youth Enterprise Centre								061-272670
Karas Huisen Crafts								063-224464
Lisikamena								
Ministry of Trade and Industry								061-2837111
Municipality of Walvis Bay								064-2013267
Namibia Breweries Ltd								061-3204999
Namibia Chamber of Commerce and Industry								061-228809
Namibia Development Corporation								061-2062111
Namibia National Association of Women in Business								061-246458
Namibia National Farmers Union								061-271117
The Namibia Procurement Fund (NamPro)								061 388 600
Namibia Rural Development Project								061-237279
Namibia Institute for Mining and Technology								064-511800
!Nara Training Centre								061-

								222860/222456
National Property Academy								0811282330
National Youth Council								061-248218
Off Shore Development Company								061-2837360
Okatumbatumba Hawkers Association								
NUST								061-2079111
Pupkewitz Foundation								061-402102
Rossing Foundation								061-211721
SME's Compete								061-247129
Standard Bank of Namibia								061-2949111
The United States Agency for International Development								061-273700
Urban Trust of Namibia								061-248708
Windhoek Vocational Training Centre								061-211742
Womens' Action for Development								061-227630



## **Guidelines on How to formulate a Business Plan**

For you to apply for a business loan, you will need a business plan. The following outline is a sample guide for you to use. Some questions asked might not be relevant to your business; just ignore what you do not need and add what you need.

### **1. Executive Summary**

This part of your plan goes first but is completed after you have finished the rest of your plan. The questions to answer are:

- A. What is your objective?
- B. What is your mission?
- C. What are your keys to success?

### **II. Company Summary**

What business are you in? Give a full description of your business. Answer the following questions.

A. Who owns the company? What percentage of your company do they own? What is the legal form of the company? What type of business do you have? If you are not currently in business, when do you plan to open?

B. Where is the business located? For each location, state the advantage for the site.

C. What is the history of this company? If this is a new business, explain what made you select this business. Paint a verbal picture of your company so the reader will know exactly what you do and how you do it and who you do it for. If this is an existing business, also explain the progress it has made during the past two years.

### **III. Products & Service**

In this section, give a complete description of the products and/or services you offer. Follow the outline below: A. Describe any special features and any benefits the customer can expect to gain by purchasing your product or service. (Will it save them time and/or money, is it easy to use or easy to buy, is it “doctor” approved, etc.)

B. If you are a product based business, where will you get your product or your supplies and materials to make your product? How reliable is the supplier (how long have they been in business, how profitable are they, etc.)? Do you have an alternate supplier if you are unable to get what you need from the first supplier?

C. How will you get your product or service to the customer? What costs will be involved in distribution?

D. Do you anticipate having new products or service in the future? What would you expect those to be?

E. Do you have special patents, copyrights, licences and/or permits? (provide copies each).

### **IV. Industry Analysis**

In this section, you will need to do some research. There are several ways to find industry information. Once you have this information, answer the following questions:

A. What geographic location will you cover? What size is the industry you are going into? What is the potential growth for the market? Are there a lot of competitors, or a few small ones? Is the market local, regional, national, or international?

B. Who are your competitors? List their names, main products, advantages and disadvantages. Competition is the way of life, so it is important to know your competitors. Start a file on each of your competitors and keep track of what they are doing and how they are succeeding?

C. How will your company compare with others in the market? What makes your business unique? Why would someone buy from you instead of your competitor? How is your product or service better?

## **V. Marketing**

How you market your product will determine your success or failure. Marketing Strategy says: “No one

knows I exist. How can I let them know I am here?” Know your customers and your competition. Select a target market (a specific group of people) to direct your sales efforts toward, and target all your efforts to that section of the population (you can expand later as you grow).

A. Pick a target market. Who will be most likely to buy your product or service? What age group, what sex, what economic status, what lifestyle is most likely to buy your product? Where do they live? Where do they work? Is it a growing market? Is your target market large enough for the sales you need to make? Determine who will buy your product/service, when they will buy it (i.e. is this a seasonal product), where they are most likely to look for it, and why they would buy from you?

B. How will you price your product/service? If you are new in the industry and no one else has the same product, you can price high and come down as the competition enters the market. The more likely situation is that you can charge similarly or below the market. Make sure you know all the costs you will incur to create or service your customer before you set your price.

C. How will your customer know that you exist? What means will you use to let your customers know that you are “open for business”? You can have a business card, letterhead, envelop, and any flyers or brochures in order to market your product or services.

## **VI. Advertising**

Having a good product/service and not advertising or promoting it is like not having the business at all.

Advertising says: “Everyone knows I am here. Now, how do I get them to come into my business?” This is the lifeline to your business. Plan a budget to cover advertising cost. The more effort you spent here, the more successful you will be. Answer the following questions

A. How will you attract the customer to your product/service? What methods will you use? Will you give free samples, offer discounts, give coupons, etc? What kind of networking will you do?

B. How many people can you reach and how much will it cost?

C. How many sales do you expect to make and how much profit will these sales generate?

D. What discounts or special promotions will you offer?

## **VII. Management/KeyPersonnel/Staff**

Good management requires ability, dedication, and persistence. Know your strengths and weakness. Hire people or bring in partners who can cover your weakness. For this section, answer the following:

A. Who will manage specific management tasks in the organisation and what are their qualifications to do the job? Your management team is your most valuable asset (even if the team is just YOU!). Who will handle the finances, the sales, and the marketing, etc.?

B. Who will do what duties? Who are your business advisors? Who can you call on for advice when things are not going right? What experts do they have? Are these people on staff or will you need to plan to pay them from your budget?

## **VIII. Risks**

Think carefully about this aspect of your business plan. When you plan for challenges, you can handle them when they occur. What are the possible problems you see in the business? How can you handle this situation if it does occur? How can you minimise this risk? How would you rate the risk of your company?

## IX. Community Benefits

When you are receiving money for your business from an outside source, they want to know how you will affect the community in which you live. The following questions may help you think of ways to give back to your community.

A. How many jobs will your company provide for the community; from what target population will you be hiring?

B. Will you be purchasing your supplies from the community? What contributions will you make to the community? Will you be offering products or services not currently available in the community?

C. Will you be able to provide products or services to a deprived segment of the community? Will you be doing charitable work within the community? Will you be making financial contributions to “worthy” causes within the community?

## X. Financial Plan

The only way to stay in business is to properly manage your money. You need to know where you are spending and how much money you expect to have coming in. Learn how to read and use your financial statements.

**Your financial plan should consist of the following:**

Start-up list of Costs

A projected Statement of Cash Flows for the next two years (if an existing business, include cash flows for the past two years)

A Two-Year Project Income Statement (showing the revenue flow for each year)

A Two-Year Project Balance Sheet (showing the status of the business at the end of each fiscal year)

## STUDY FINANCING

Institution	Condition	Number of Years	Renewable	Contact Address	Commitments	Closing Date for Applications
First National bank of Namibia	Proof of admission Provide guarantor All study fields are covered	Duration of Study	Yes, depending on satisfactory performance	First National Bank LTD. C/O Fidel Castro and Independence Ave 061-2992111	Pay back the loan after studies are completed. Parents/guarantor must have an account at FNB. While repaying loan, student	No closing date.

					must have an account with FNB	
Namibia student Financial Assistance Fund (NSFAF)	Be a Namibian citizen, Proof of admission to a study institution	Duration of study	Yes, depending on satisfactory performance	NSFAF, 51-52 Werner list Street, Gutenberg Platz Tel: 061 420600	Repay loan after completion	October
Social Security Development Fund	Be a Namibian citizen, Proof of admission to a study institution	Duration of study	Annually depending of satisfactory performance	Social Security Head Office, Tel: 061 2807999 Fax: 61211765	Repay loan after completion or termination of studies	October

Standard Bank of Namibia	Proof of admission, Provide guarantor. All study field are covered. Namibian Citizens and only offer loan for studies within Africa	Duration of Studies	Loan is granted for a specific year of study and applicants will have to reapply for each year of registration	Tel: 061 2949111	Repay loan after completion or termination. Open a personal account at Standard Bank	No closing date
Letshego	Loan holder should be GRN employee	Qualifying amount depends on salary scale	Fixed loan amount	Lestego Namibia 18 Schweringburg str 061/3216600	loan deductions commence in one calendar month	No closing date
National Arts Council of Namibia	Namibian citizen, Priority applicant: orphans and applicant from low income families. Proof of admission. Fields:	Duration of studies	Annually	Government Park, Room 023, nacn@iway.na	None	Advertised as available

	Various art genres					
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STUDY FINANCING: SCHOLARSHIPS

Institution	Condition	Number of years	Rene wable	Contact address	Commi tments	Closing date for applications
American Cultural Centre	<p>Fulbright and Hubert H. Humphrey Fellowship Programs.</p> <p><b>Fulbright Junior Staff Development program:</b></p> <p>The Fulbright JSD program funds 2 years of study towards a Master’s degree in all disciplines, at a U.S. University. Candidates wishing to pursue a Ph. D. degree may receive funding for their first 2 years of study, but must find alternate funding for any additional years of study. Namibian candidates who hold a 4year degree are invited to apply.</p> <p><b>Fulbright English Teaching Program (TESOL):</b></p> <p>The TESOL program funds 2 years of study to successful English teaching candidates at U.S. Universities. Namibian teachers who hold a four year English degree and two years</p>	Duration of studies  within the recommended  study period.	yes	3 <sup>rd</sup> floor Sanlam Centre 154 Independence Avenue P.O. Box 5750 Windhoek Namibia	Return to Namibia after completion of studies	Nov  ember
	<p>English teaching experience are invited to apply.</p> <p><b>Fulbright Science and Technology Program:</b></p> <p>The Fulbright Science and Technology</p>					

program funds

Ph.D. studies at U.S. Universities to talented candidates who demonstrate unique aptitude

and innovation in scientific fields. Namibian  
 who hold a four year degree or a MA in any  
 of the science disciplines are invited to apply.  
 Women are encouraged to apply.

British Council	Chevening Scholarship				
	Post Graduate scholarship (must have a first degree)	Annually depending on	None	116 Robert Mugabe avenue	Return to home country
	Namibian citizenship.	the course.			Advertised through NSFAF
	Is offered for most fields.			061-274824	

Engineering Professions Association of Namibia (EPA)	Namibian Citizen; Fields: Engineering: a National Diploma, Bachelor of Technology and Bachelor of Science. Should have completed at least first year in the above fields and with at least Higher Grade C or HIGCSE 3 in English, Mathematics and Physics/ Physical Science in grade 12.	Duration of study.	Re-apply every year or Renewable, depending on satisfactory results.	The Secretary; EPA; 37 Beethoven Street Windhoek West or P.O. Box 21885 Windhoek. Tel.: 061 – 223009.	none	February or as Advertis
NAMCOL Scholarship Scheme	Needy learners (orphans and vulnerable children) who wish to further their studies with NAMCOL. Covers tuition and examination	Annually but is subject to extension depending on the learner's	Annually subject to satisfactory	Windhoek: 061 320 5272 Ondangwa: 065 233780 Gobabis: 062 564321 Otjiwarongo: 067 304379 Keetmanhoop:	None	January

	registration fees at NAMCOL for a maximum of 3 subjects	performance and availability of funds.	performance	063 222100 Rundu: 065 255545 Katima Mulilo: 066 253 065 Swakopund: 064 405977		
UNAM managed Scholarships/ Loans	<p>University managed Scholarships/ loans are usually for candidates who are not Windhoek residents.</p> <p>Supportive Scholarships/ Loans are awarded to students who reside in Windhoek.</p> <p>The Book Fund is for candidates who lack financial assistance.</p>	Re-apply each year	Yes, but students must apply for renewal each year, and is subject to candidates academic performance	<p>The office of the Registrar: Bursary Administration University of Namibia Private Bag 13301 Windhoek</p> <p>Tel: (061) 206 3111</p>	Allocations from the Book Fund are subject to any contractual obligations	January
UNAM Scholarship Scheme	Only UNAM registered students	Duration of studies	Yes	UNAM private Bag 11301; Tel: 061 2063111	None	January



## STUDY FINANCING: BURSARIES

Institution	Condition	Number of years	Renewable	Contact address	Commitments	Closing date for applications
Agribank of Namibia	-Previously disadvantaged groups -Namibian citizens -University admission. -Fields: B Accounting (Banking), Information Technology, Land management and Agriculture.	Duration of studies	Yes	Training Officer Agribank of Namibia Private Bag 13208 Windhoek Fax: 061-2074215	None	October
Anglo Base Scorpion	Namibian citizens Mathematics and Science at Grade 12 level with a minimum of 60% Offered to students	Duration of studies	Annually for the duration of the course	Anglo Base Scorpion Bursary Scheme C/o Career wise (Pty) Ltd P.O. Box 30632 Braamfontein	Employment contractual obligation for every year funded	December

wishing to study in the Engineering fields.

2017

[www.careerwise.](http://www.careerwise.)

Bank of	Must be Namibian	Duration	Annually-	The Manager:	Service for	September
Namibia	citizens.	of studies	subject to	Training and	period of	
	Awarded for studies in		satisfactory	Development, 71	studies	
	Namibia and Southern		progress	Robert Mugabe		
	Africa.			Ave. Tel: 061-		
	Fields: Accounting,			2835111		
	Banking, Auditing,					
	Economics, Finance					
	and IT.					

Bank Windhoek	Namibian Citizenship.	Maximum	Annually-	Consultant	Holiday job	November
	Excellent Academic history supported by favourable testimonials. Prospective student may not be the holder of any bursaries or scholarships except for merit bursaries without any work or repayment commitments; Proof indicating the student's pre-approval or registration	of three years	Subject to satisfactory progress	Learnership Schemes  Tel: 061 – 379550 Fax: 061 – 379570  Or People Development Décor House; 2 <sup>nd</sup> Floor Dr. W. Kulz Street	attachment/ should be willing to be employed by the bank	
	with the respective institution of Higher learning; Grade 12 with minimum 30 points; Full time studies at any of the SADC recognised universities.  Fields: Retail Banking; Accounting & Finance; Property Studies; BCom Investment Management; Digital commerce; Technology & Cyber Risk; Banking Analytics					
Bidvest Namibia	Accounting related fields	Annually	Yes	4 Robert Mugabe Ave, Tel: 061-417450 Fax: 2838105	Work for company for sponsored years	Advertised as available
Burmeister & Partners Consulting	Previously disadvantaged Namibians.  Fields leading to professional	Renewable annually subject to	yes	Download applications: www.burmeister.com.na	Work for the company for duration of	October as available



Engineers	engineering registration.	satisfactory	P.O. Box 1496	study years
		academic	Windhoek	
		progress	Tel: 061-379 000	
			Fax: 061 – 379 000	

Coca-Cola	Namibian Citizen. Third and	Duration of	yes	WWW.	Work for the	December
	fourth year students studying	study		cocacolasabco.com	Company	or
	in Namibia or South Africa;			or 061 - 3207000	during	advertised
	Above 70% average in				Holidays	as available
	academic performance				and upon	
					completion	
					of studies	

City of	Must be a Namibian Citizen.	Annually	Yes	The Human	Service for	September
Windhoek	Must have admission at a	depending		resources Co-	period of	
	recognised tertiary institution	on		ordinator	studies	
	within the SADC region.	satisfactory		City of Windhoek		
	Offered for post school	academic				
	studies in the Windhoek	progress		P.O. Box 59		
	municipal field of work			Windhoek		
				Tel: 061-290 2229		

Debmarine	Admission into University or	Duration of	Renewable,	Senior HR Officer:	Work for	Advertised
Namibia	Technicon	studies	depending	Namdeb Centre, 10	number of	as available
(de Beers)	Fields: Mechanical,		on	Frans Indongo Str,	funded years	
	Electrical (heavy Current)		satisfactory	P.O. Box 23016		
	and Chemical Engineering,		results.	Windhoek		
	Environmental Studies and			Tel: (061) 297		
	Geology.			8632		

First National bank of Namibia	Commerce degrees (accounting, finance) Quantitative degrees (statistics/maths) IT degrees	Depends on duration of studies	Yes	Head of organisational Effectiveness 130 indepedence Avenue 4 <sup>th</sup> Floor Tel:2992907	Willingness to work for funded years	September
Grand Namibia	Above average academic performer, Pursue studies in Accounting (towards becoming Chartered Accountant) Information Technology (towards becoming IT auditors) Taxation CTA – Postgraduate	Duration of study	renewable	Human Resources Manager P O Box 24304 Windhoek	Work for the company for three years.	As advertised, Nov or Dec
JP Karuaihe trust fund	Namibian citizens Law degrees in Namibia or South African institutions	Duration of Studies	Yes	J P Karuaihe Bursary P.O. Box 23604 Windhoek Website: jpkaruaihetrust.com		
MEATCO Namibia Bursary Scheme	Disadvantaged Namibian students Fields: Food Science, Animal Science Computer Science.	Duration of studies	Yes	Meatco head office, Tel: 061 3216400 Fax: 061 3216401	Holiday attachment, employment for number of years funded.	As advertised
Ministry of Mines and Energy	Must be a Namibian citizen Proof of admission at any university in the SADC region Fields: Engineering fields (Mining, Mechanical, Electrical and Environmental), Geology related	Duration of studies		Ministry of Mines & Energy Private Bag 13297 Windhoek Tel: (061) 284-8263	Work for the Ministry for at least 3 years after completion of studies. On the job training during holidays	ongoing

	fields and Minerals Economics.					
Ministry of Works and Transport in conjunction with Engineering Professionals Association (EPA)	Civil Engineering	Duration of studies	Yes	Ministry of Works and transport, Training officer Private bag 13341 Tel: 061 20881111	Work for the ministry after graduation for each year sponsored	Annually when available
Mobile Telecommu nication (MTC)	Namibian citizen; Human Resources, Accounting, Marketing, Electronics/ Telecommunications Engineering Computer Science and IT. 70% average, only 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> year students within SADC	Duration of studies	Depending on results	Training and Development officer C/O Mose Tjitendero and Wanahepo Ndandi str Olympia. Tel: 061 2802000	Work for the company for the number of years sponsored	December

Municipality	Must be a resident of	Duration	Renewable	Department: H.R.	Work for the	October
of Walvis	Walvis Bay for at least 5	of studies	depending	& Corporate	municipality	
Bay	consecutive years		on results	Services	upon	
	Must have a Grade 12 or			P/Bag 5017	completion of	
	equivalent certificate			Walvis Bay	studies	
	Must have a proven			Nangolo Mbumba		
	record of scholastic			Drive		
	achievement			Tel: (064) 201-		
	Must be committed			3328		
	to the development of			Fax: (064) 201-		
	Walvisbay			3311		


Namibia	Namibian Citizen, Above	Duration	yes	Namibia Asset	As
Asset	Average Academic	of studies		Management;	advertised,
Management	record, 2 <sup>nd</sup> year			Unit 5 Tenbergen	usually
	onward in NQA local			Village, Corner	January
	accredited Universities;			of Lazarett Street	
	Financial Mathematics,			and Robert	
	Accounting & Finance,			Mugabe Avenue,	
	Economics, Investment			Windhoek	
	Management, other				
	Financial/Investment				
	related fields				

Namibian	Namibian citizenship	Duration		Learning and
Beverages	From a previously	of studies		Development Co-
Or	disadvantaged			ordinator
Namib	background			
breweries	Proven scholastic			Namibia
Pick & pay	achievement			Beverages
Namib	Financial need			
diaries	*Two types of financial			P.O. Box 1435
	assistance:			Windhoek
	1) Namibia Beverages			
	Prestige Bursary (covers			
	all associated study,			
	books and hostel fees)			Tel: 061-

	2) Namibia Beverages Regular Bursary (covers tuition only) Fields: Bachelors Degree in Science & Engineering (Mechanical and Electrical)			3207000		
Namibia Consulting Engineers	Field: Engineering Award annually depending on the number of students that can be accommodated.	Annually	Yes	29 Gen Mutala Muhammed Street Tel: 061-275120 Fax: 224863	Service for period of study	Will be advertised as available
Namibia Medical Care Methealth Trust	Financial assistance, not full bursary. Must be a Namibian citizen Must have completed their First year, Must have an average of 60%, studying MBChB or B.Pharm degrees	Duration of studies from 2 <sup>nd</sup> year	Yes, depending on performance	Methealth Administrators Maerua Mall, Windhoek Admin@nmcfund.com Tel: 061-2876000 Fax: 061-2876070	Available to work in Namibia upon completion of studies	End of January

Namfisa	<p>Namibian citizenship undergraduate and postgraduate studies Fields: Actuarial Science, Financial Markets, Auditing, Finance, Accounting &amp; Law</p>	<p>Duration of studies depending on satisfactory performance</p>	<p>Annually, subject to satisfactory performance</p>	<p>The Human Resources Manager NAMFISA P.O. Box 21250 Windhoek Tel: (061) 290-5145 Email: hr@namfisa.com.na</p>	<p>Commit to service for same length of time for which the bursary was granted</p>	<p>October as available</p>
Namport	<p><b><u>Bursary Scheme</u></b> Namibian citizens with proven record of scholastic achievement Grade 12 subjects on NSSC (H) Must be from previously disadvantaged groups Must be in the 2<sup>nd</sup> year of tertiary education Fields: Engineering (Electrical &amp; Mechanical), Finance &amp; Human Resources linked to the Namport H.R. systems</p> <p><b><u>Apprenticeship</u></b> Namibian citizens with proven record of scholastic achievement. Apprentices who have completed their 6 months of theoretical training, minimum 6 bursaries are awarded annually</p> <p><b><u>Seafarer Training Programme</u></b> Training is aimed at</p>	<p>*****</p>	<p>*****</p>	<p>Namibia Ports Authority P.O. Box 361 Walvisbay Tel: (064) 208-2111 Fax: (064) 2082320 www.namport.com</p>	<p>Work for Namport upon completion of studies</p>	<p>October</p>

	<p>young Namibians from ages 18-25, to qualify for deck officer or marine engineering officers</p> <p>Candidates must show an aptitude for a sea going career, pass an eyesight and colour test</p> <p>Grade 12 Mathematics on NSSC (H) with a 3 or a B on NSSC (O)</p>					
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Nampower	<p>Must be a Namibian citizen;</p> <p>Grade 10 end of year results;</p> <p>Grade 12 April &amp; August results; If already a student at a University, Technikon or University of Technology you must be in possession of an academic progress report.</p> <p><b>Undergraduate Bursaries</b></p> <hr/> <p>Fields: Degree in: Electrical/ Power Engineering, Mechatronics, Electro-Mechanical Engineering, Education (Majors in Mathematics and Science)</p> <p><b>Postgraduate Bursaries</b></p> <hr/> <p>-Masters in Electrical/ Power Engineering; Masters in Information Technology (Security)</p> <p><b>Bursaries to students with disabilities</b></p> <hr/> <p> Masters Degree in Special Education; Degree in Accounting; Degree in Business Administration</p> <p><b>Opportunities for vocational training</b></p> <hr/> <p>Electrical General Levels (4-6) and Mechanical (fitting and turning) Levels (1,2,3)</p> <p>Must be between ages 18 and 24</p> <p>General good health</p> <p>Level 1: Satisfactory outcome of aptitude test Grade 12 certificate or satisfactory August grade 12</p>	Duration of studies	Depends on satisfactory progress of the student	<p>The Bursary Administrator:</p> <p>PO Box 2864</p> <p>Windhoek</p> <p>Tel: 2052545</p> <p>Bursary@nampower.com.na</p>	<p>Service upon completion graduation for at least the same number of years that the student studied with the company bursary.</p>	October
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	<p>results Passes in Mathematics, Physical science and English Level 2 and 3</p> <p>National vocational certificate level 1 is required for level 2</p> <p>National vocational certificate level 2 is required for level 3</p> <p>Minimum N1/NIMT NTC level 1 exam results in Mathematics, Trade related theory, Engineering science and Engineering Drawings/Industrial Electronics with an average of 55% in each is required.</p> <p>Minimum N2/NIMT NTC level 2 exam results in above subjects are required for level 3.</p>					
Namwater	<p>Varies annually depending on need of the company. Electrical/ Civil Engineering, Geology, Industrial psychology and HR</p>	Annually	<p>Yes, depending on satisfactory performance</p>	<p>The Manager: HR Development NAMWATER Private Bag 13389 Windhoek 176 Iscor Str Tel: 061-712080</p>	<p>Work for Namwater upon completion of studies</p>	<p>January, as available and advertised.</p>

National Arts Council of Namibia – National Arts Fund	All Namibian citizens. Fields: Theatre, Dance, Crafts, literature, fashion design, music, visual arts, architecture, graphic design, new media arts, sound and light engineering.	Duration of Studies	yes	National Arts Council of Namibia Administrator P.O. Box 149 Windhoek –Namibia Tel: 061 – 2933311/2933363 Email: artscouncilnamibia@gmail.com	Contribute to Namibia after studies	November
National Endowment Fund	Must be a Namibian Field: Agriculture, Natural Resources, Veterinary Science, Engineering, Science, Architecture and Mathematics	Strictly 2 years of funding	Strictly 2 years of funding	Chairperson National Endowment Fund P.O Box 2275 Windhoek	Contribute to Namibia after studies	May
Ohorongo Cement	Must be a Namibian citizen, Acceptance letter by a recognized Namibian or South African University, Motivational letter, Comprehensive CV, Grade 12 results or academic transcript. Fields: Chemical Engineering or Metallurgy; Automation; Analytical Chemistry	Duration of studies?	Yes?	Ohorongo Cement (PTY) LTD, Plant Sargberg, Human Resources Department or Email: recruitment@ohorongo-cement.com	Work for the company upon completion of studies?	November or when advertised?
Old Mutual Namibia	Namibian Citizen; Studying full-time (2 <sup>nd</sup> or 3 <sup>rd</sup> year) in one of these fields listed: Economics, Accounting/ Chartered Accountancy, IT-Security, Robotics/ Automation & ICT, Actuarial Science, Forensic Auditing/ Investigation, obtain an average of 70% academically, except for Actuarial Science,	Duration of studies	Renewable depending on academic performance	The Human Resources Department Old Mutual Namibia P.O. Box 165, Windhoek, Namibia	None	Usually end of the year as advertised

	a minimum of grade 2 at NSSCH or A plus at NSSCO for English, Mathematics & Physical science (August and final exams)					
Oshakati Premier Electric	Namibian Citizen; Grade 12; Provisional acceptance at a tertiary institution in Namibia; A motivation letter and a Curriculum Vitae	Duration of studies	Renewable depending on academic performance	Human Resources Officer; Oshakati Premier Electric (Pty) Ltd; P.O. Box 1594 Oshakati	Internship while studying	As advertised, usually January
Rio Tinto Uranium Namibia/ Rosh Pinah zinc Corporation	Must be a Namibian citizen Acceptance at a recognized training institution Fields: Chemical/Electrical Engineering and Geology,	Duration of studies	Yes	Advisor: Training and employees support Rossing Uranium Limited Private Bag 5005 Swakopmund Tel: (064) 5202656 Fax: (064) 520 2343 bursariesnam@riotinto.com	Service for period of studies	October
Petrofund	Must be a Namibian citizen Fields: Engineering, Education (Mathematics and Science), Geology, Computer Sciences	Full period of studies	Annually during period of studies	The Administrator PETROFUND Private Bag 13196 Windhoek	Work in Namibia for the period that the bursary was awarded	October

Roads Authority	Bachelor's Degree : civil engineering and IT National Diploma: Civil engineering IT	Duration of studies	Yes, depending on satisfy performance	Learning, OD and Performance department: C/O Bell and Rehobother Str Room G10 and Tel: 061 2847058/7025	Work for RA for funded years	As Advertised
Road Construction Company	Must be a Namibian citizen Proven academic record supported by a favourable report by the principal of the last school attended/ head of department if already in tertiary institution	Annually	Renewable on receipt of satisfactory results	Human Resources Private Bag 13373 Windhoek Trans Namib Building Bahnhof Street Tel: (061) 297 9000	Work for RCC upon completion of studies	November/ as advertised
Sanlam Namibia	Must be a Namibian citizen Offered from 2 <sup>nd</sup> , 3 <sup>rd</sup> or final year of studies Must have a 75% average Study fields: Accounting and Finance, Commerce, Business Computing and IT	Annually depending on performance	Yes	Corporate Marketing P.O. Box 713 Windhoek Tel: 061-294 7492 E-mail: marketing@sanlam.com.na	Not applicable	January
Scorpion Zinc Mine	Must be a Namibian Must qualify to study at an accredited institution in South Africa Fields: Geology, Engineering (Mining, Mechanical, Electrical, Chemical), Mine Surveying	Duration of studies	Yes	The Talent Manager Private Bag 2003 Scorpion Zinc Tel: (063) 2712100	Service for period of studies	Advertised as available
Social Security Development Fund	Namibian citizens, who are orphans, are from marginalised communities (San people in particular) and those whose parents cannot afford to pay for their	Duration of studies		Manager: Training and study support officer Social Security Head Office Tel: 061-280	Not applicable	To be advertised in media

	<p>studies.</p> <p>Study fields:</p> <p>Medicine, Engineering, Social Work and Vocational training</p>			<p>7063/7112</p> <p>Fax 061-250057</p> <p>E-mail: df@ssc.org. na</p> <p>Website: www.ssc. org.na</p>		
Telecom Namibia	<p>Must be a Namibian citizen</p> <p>Fields: Electronics Engineering, Computer Science and other fields might be considered depending on the needs of the company</p>	For the minimum duration of the studies	Yes, depending on academic performance	<p>The Training Officer</p> <p>Telecom Namibia</p> <p>P.O Box 297</p> <p>Windhoek</p> <p>Tel: (061) 201 2585</p> <p>Fax: 061 223323</p>	Each year of sponsorship equals to one year of service Telecom Namibia	To be advertised
Windhoek consulting Engineers	<p>Must be a Namibian citizen</p> <p>Proof of admission at a recognised university</p> <p>Student from previously disadvantaged groups and those who have completed part of their studies will be given preference</p>	Duration of studies	Yes	<p>Personnel Manager</p> <p>51 Feld Street</p> <p>P.O Box 2484</p> <p>Windhoek</p> <p>Tel: (061) 370900</p> <p>Fax: (061 )238880</p> <p>Email: wc@wce. com.na</p>	N/A	December/ as advertised

## **PART E**

### **PREPARING FOR THE WORLD OF WORK**

#### **A. WRITING A JOB APPLICATION LETTER**

The objective of the cover letter is to present a brief overview of yourself to the employer. By presenting your personal information in a coherent format, your objective is to get the employer to read your CV and to convince him/her that your skills are valuable. The application letter should be clear, concise and to the point. Below are some tips to aid you in preparing a concise cover letter.

##### **A.1 GUIDELINES ON WRITING A JOB APPLICATION LETTER**

- **Addressing job application letters**

Your address and the date should be on the right hand side. Following this on the left hand side you should address it to the recipient. Ensure you include the name of the person, their title, company name and the position's reference.

- **The introductory paragraph**

The first paragraph should simply state why you are writing to company/organisation. If it is an advertised position, mention the position title and where it was advertised. If it is not an advertised position you should specify that you are applying for any current or future employment opportunities.

- **The main body of the job application letter**

The main body of the letter should tell the recipient what you have to offer and why they should read your CV. In one of the paragraphs you need to summarise your experience, skills and respond to the position requirements as per the advertisement. The next part of the body of the letter should be a brief description of your personal skills.

- **The closing paragraph**

The closing paragraph should point out your appreciation for the anticipated action from the recipient. Thank the recipient for giving you the opportunity to apply. Finish the letter by adding a closing remark for example "Yours sincerely" or "Yours faithfully". Leave a few spaces for your signature and then place your full name.

**NB:** Before you send the application letter, read it over again to make sure that there are no grammar or spelling errors and that you have answered the job requirements. If applying to different organizations ensure that the letter inside the envelope is forwarded to the relevant employer.



## A.2 AN EXAMPLE OF A JOB APPLICATION LETTER

P.O. Box 5872

WINDHOEK

29 March 2017

The Permanent Secretary,

Ministry of Labour, Industrial Relations and Employment Creation,

Private Bag 19005, Khomasdal,

WINDHOEK

Dear Sir/Madam

RE: Application for Psychological Counsellor position

In response to your advertisement in the New Era newspaper of 20 February 2017, I hereby submit my application for your consideration.

I have a Bachelor of Psychology degree from the University of Namibia which I obtained in 2015. I successfully completed my internship for registration as a Psychological Counsellor in Dr S. Peters' practice in 2015. I am registered as a Psychological Counsellor with the Social Work and Psychology council of Namibia. I am currently working as an assistant to Dr S. Peters on a part-time basis.

For my detailed academic background, work history and any other information you may need, I refer you to my certificates, reference letter and my C.V. enclosed.

I shall receive your reply with great appreciation.

Yours faithfully,

Fillimon Coetzee





## **B. CURRICULUM VITAE (CV)**

CV is an abbreviation for Curriculum Vitae, which means ‘the story of my life’ or ‘my personal history’. Almost every job that is advertised asks for a CV to be included when submitting a job application. Information vital for the selection decision of the prospective employer should be included (such as educational background, work experience), whereas unnecessary information such as family problems should be omitted. Your CV should stand out from others and should aim to convince the employer that you are the right person for the job.

### **B.1 IMPORTANT POINTS TO REMEMBER WHEN WRITING A CV**

1. A CV is about your personal educational background or history. Therefore, a good CV will list the relevant educational and personal achievements (e.g. cultural, sports) and the institutions where these were obtained.
2. Always write in full short sentences rather than in long paragraphs. A CV is a short summary, not a long report.
3. Always try to contact the persons you want to use as references beforehand, so that they can be prepared if a prospective employer contacts them. Include the positions of the persons you want to quote as referees.
4. Write your CV at a time when you know you will not be disturbed. Write in a relaxed atmosphere and never do it in a rush because you may leave out important information that could have been an advantage to you.
5. Have your CV neatly typed out or write it neatly in capital or block letters. Include copies (certified) of relevant documents (e.g. school leaving certificate). Make sure that there are no spelling or typing mistakes in your CV. Let your friend or relative go through it.
6. Update your CV and keep a few copies for future use.

### **B.2. HERE ARE SOME TOPICS WHICH SHOULD BE INCLUDED IN A CV**

1. Personal information e.g. names, date of birth, address.
2. Languages: speak, read and write.
3. Education/qualifications: high school, school-leaving certificate and subjects passed; University or College, highest qualification obtained, etc.
4. Career history/work experience: part-time and full-time jobs, voluntary work.
5. Hobbies/interests.
6. Position of responsibility held at school, e.g. head boy.
7. Position of responsibility in other areas.
8. References.



### **B.3. AN EXAMPLE OF A CV**

#### **PERSONAL INFORMATION**

Title:	Ms
Surname:	Swartbooi
First Name(s):	Anna Magriet
Postal Address:	P.O. Box 1234, Katutura, Windhoek
Telephone:	(061) 221507
Cell phone number:	081 2596 709
E-mail Address:	amswartbooi@yahoo.com
Date of Birth:	21st September 1992
Identity Number:	920921 1010 2
Nationality:	Namibian Citizen
Marital Status:	Single
Driver's Licence:	Code B/BE
Languages	
Speak:	English (good), Afrikaans (good), Nama-Damara (excellent)
Read:	English (good), Afrikaans (good) Nama- Damara (excellent)
Write:	English (good), Afrikaans (fair), Nama- Damara (excellent)

#### **EDUCATIONAL BACKGROUND /QUALIFICATIONS**

Tertiary Institution attended: University of Namibia

Qualification obtained: Bachelor of Psychology Degree

Graduation date: April 2015

Major/s: Psychology

High School attended: Augustineum High School (2006-2010)

School-leaving certificate: Grade 12

Subjects passed: English, Afrikaans, and Mathematics (on NSSC-H level)

Accountancy, Biology, Physical Science (NSSC-O level)

## **WORK EXPERIENCE**

Position: Intern Psychological Counsellor

Period: January 2015 to July 2015

### **Duties and Responsibilities**

- Interview clients.
- Psychometric test administration,
- Report writing,
- Basic counselling (career guidance),
- Research towards standardisation of psychometric tests.

### **Activities**

- Member of the Debating Society at the University.
- Member of the UNAM Psychological Society.
- UNAM choir

### **Hobbies**

- Travelling, Music, Cooking

## **Sports**

- Soccer

## **Position of responsibility held at school**

- School Prefect (2010)
- Captain of first netball team (2009)

## **Position of responsibility in other areas**

- Secretary to the UNAM Psychological Society

## **Achievements**

- University book prize for Advanced Industrial Psychology 2011

## **REFERENCES**

### **1. Mr. B. Mungunda**

Principal of Augustineum High School  
P.O. Box 1243  
Windhoek  
Tel. (061) 232323

### **3. Prof. T. Iyambo**

Department. of Psychology  
University of Namibia  
P. Bag 13301  
Windhoek  
Tel. (061) 211 489

### **2. Dr. S. Peters**

Clinical Psychologist  
P.O. Box 09381  
Windhoek  
Tel. (061) 234851

## **C. PREPARING FOR A JOB INTERVIEW**

Just as it is necessary to plan your career thoroughly in advance, it is also necessary to be prepared when the time comes for earnest job-seeking efforts. The interview is normally the first direct contact with the prospective employer and it is therefore, of the utmost importance to make a good impression. Here are some guidelines set out below that should be considered in order to make a success of an interview.

## **C.1 AN EXCHANGE OF INFORMATION**

An interview is an opportunity to make a good impression and to “get your foot in the door”. The prospective employer will want to find out more about you and why you want that specific job.

- Look upon an interview as a business transaction and a thorough cross-examination session.
- Allow the interviewer to direct the interview.
- Do not speak negatively about your previous jobs or employers.
- Do not offer irrelevant information.
- Pay attention! Always listen to the whole question before structuring your answer. If you do not understand a question, politely ask the interviewer to have it clarified.
- Show your interest in the job. Ask the questions that centre on tasks, reporting relationships, responsibilities or training possibilities if there is an opportunity to ask questions.

## **C. 2 HOW TO PREPARE**

- Do research on the company, ministry or organisation.

- Know what the job you applied for entails and how it fits in with your educational background and/or experience and competencies/skills
- Always carry your CV to the interview.

### **C.3 DO'S OF INTERVIEWS**

- Be at least five to ten minutes early.
- Dress in clean, neat and presentable clothes.
- Put your cell phone off.
- Do ask for clarity if you do not understand questions.
- Speak clearly, positively and with confidence.
- Be calm and specific.
- Make eye contact with the interviewer when talking.
- Be polite and enthusiastic about the work.
- Be realistic about yourself and present your experience and attributes effectively.
- Sit in an upright position (do not slump).

### **C.4 DONT'S OF INTERVIEW**

- Do not talk, answer or sms on your cell phone
- Do not show emotion; that is, do not show anger, excitement or cry during the interview.
- Do not chew gum, smoke or wear sunglasses during an interview.
- Avoid clothes that are too tight, very high heeled shoes, sneakers, shorts or miniskirts.
- Never be late for an interview.
- Do not repeat the same information unnecessarily.

### **C.5 QUESTIONS WHICH MIGHT BE ASKED DURING THE INTERVIEW**

- Tell me about yourself. (Talk about educational background, work experiences and interests)
- Why do you think you are the best candidate for this position? (this is where you market yourself, talk about competencies and their relevance to the organisational goals)
- Why are you interested in working for this company? (do company research i.e. what they do, their contribution to the economy and society etc)
- What can you offer this company? (talk about your competencies)
- What are your career goals and ambitions? (career goals should be in line with the organisational goals or the professional development path)
- Why do you intend leaving your current job? (never speak negatively about your previous job, boss or company. Talk about career development and professional growth.)
- Do you like working on your own or in a group? (Indicate that you like both and give reasons for your choice).

Note: Depending on the level of career development, it is advisable that you discuss the questions above with appropriate people such as Psychologist, Psychological Counsellors, Guidance Teachers or consult the internet before the interview.

### **C. 6 AT THE END OF THE INTERVIEW**



- Silently review if you have covered all the critical points.
  - Have all your questions been answered?
  - Have you presented all the necessary information about yourself?
  - If the interviewer does not explain, ask him/her what the next stage in this selection process will be.
  - Ask when you can expect a response from the organisation and via which medium.
  - Afterwards, thank the interviewers for the opportunity you were given to attend the interview.
- Remember to keep eye contact.

Note: Do not ask irrelevant questions which will jeopardise your chances of being the successful candidate.

## **PART F**

### **ADDRESSES OF SOME BUSINESS AND PROFESSIONAL ORGANISATIONS**

*The following addresses might help you in your career exploration efforts and in gathering the relevant information.*

#### **Accommodation Association of Namibia (AAN)**

P O Box 90270, Windhoek

Tel: 067 30 1264

Fax: 067 30 3885

info(at)bed-breakfast-namibia.com

ANTA - Association of Namibian Travel Agents,

P O Box 23113, Windhoek.

Tel: 061 236670

Fax: 061 227575

Arts and Craft Guild of Namibia,

P O Box 20709, Windhoek.

Tel: 061 223831/252468/251422

Fax: 061 252125

Arts Association of Namibia,

P O Box 994, Windhoek.

Tel: 061 231160/391

Fax: 061 240 930

Association of Consulting Engineers of Namibia,

P O Box 25837, Windhoek.

Tel: 061 227672

Fax: 061 886 34920

Email: acen@acen.org.na (General enquiries)

Email: eo@acen.org.na (Executive Officer)

Association for Service-Station Owners

P O Box 1190, Windhoek

Tel: 061 24 0491

Fax: 061 25 9042

Autohaus Windhoek,

P O Box 2110,

Windhoek.

Tel: 061.277700

Fax: 061-223473

[www.vw.com.na](http://www.vw.com.na)

Automobile Association of Namibia Tel.: 061 224  
201/2/081 555 9432 E-mail: [aanamibia@iway.na](mailto:aanamibia@iway.na) or  
**info@aa-namibia.com**

Bankers Association of Namibia,

PO Box 3327, Windhoek

Tel: 612952373

Cell: 812124465

Fax: 61225994

Car Rental Association of Namibia (CARAN)

P O Box 80368, Windhoek

Cell: 081 417 3797

Email: [caran@iway.na](mailto:caran@iway.na)

Chamber of Mines of Namibia,

P O Box 2895,

Windhoek.

Tel: 061 237925

Fax: 061 222638

Email: [info@chamberofmines.org.na](mailto:info@chamberofmines.org.na)

Construction Industries Federation of Namibia,

P O Box 1479,

Windhoek.

Tel: 061 417 300 (Switchboard)

Tel: 061 417 302 (Direct Extension)

Fax: 061 - 224534

Email: [secretary@cifnamibia.com](mailto:secretary@cifnamibia.com)

Federation of Namibia Tourism Associations, (FENATA)

P O Box 86495,

Windhoek.

Tel: 061-230337

Fax +264-88-638280

Email: [welcome@fenata.org](mailto:welcome@fenata.org)

Guild of Woodworking and Allied Trades and

Industries of Namibia,

P.O. Box 6691, Ausspannplatz, Windhoek

Tel: 061 237713

Fax: 061 21-7130

Hospitality Association of Namibia (HAN)

P O Box 86078, Windhoek

Tel: 061.22 2904

Fax: 061 222 904

[hannamibia.com](http://hannamibia.com)

Institute of Chartered Accountants of Namibia,  
P O Box 21459,  
Windhoek.  
Tel: 264 61 220 218  
Fax: 264 61 230 014  
E-mail: secretariat@icanpaab.com

Institute of Namibia Quantity Surveyors,  
PO Box 9507, Eros, Windhoek  
Tel: 061 228970  
Fax: 061 220980  
E-mail: inqs@iafrica.com.na

Institute of People Management of Namibia (IPM)  
PO Box 23841, Windhoek  
Tel.: 061 2802418  
Email: secretary@ipm.com.na

Jewellers' Association of Namibia,  
Chairperson: Mr Rolf Adrian, P O Box 832, Windhoek.  
Tel: 061. 23 6100  
Fax: 061. 23 5955

Karakul Breeders' Association,  
P O Box 128, Auas Valley, Windhoek.  
Tel: 061.23 5168  
Fax: 061. 23 0578  
E-mail: nsba@iway.na

Law Society of Namibia,  
P O Box 714, Windhoek  
Tel: 061 230263/088  
Fax: 061 23 0223

Namibia Association of Community Based Natural Resource Management (CBNRM) Support  
Organisations (NACSO)  
P.O. Box 98353 Windhoek  
Tel.: 061 – 230888  
Fax.: 061 – 237036  
Email: nacso@iway.na

Namibia Association of Freight Forwarders,  
P. O. Box 6746,  
Windhoek.  
Tel: 061 371100  
Fax: 061 371173  
Email: twcwdh@transworld.com.na

Namibia Chamber of Craft,  
PO Box 3854, Windhoek.  
Tel: 061 252 124  
Fax: 061 251 035

Namibia Community Based Tourism Association (NACOBTA)  
P. O Box 86099, Windhoek.  
Tel: 061 25 0558/221918  
Fax: 061 22 2647  
Email: office(at)nacobta.com.na

Namibia Estate Agents' Board  
P. O. Box 90091, Windhoek.

Tel. 061.249885

Fax 061.234709

Email: neab(at)iway.na

Namibia Institute of Architects

P O Box 1478, Windhoek

Tel: 061 23 1559

Fax: 061 23 2007

E-mail: info@nia.org.na

Namibia Institute of Town and Regional Planners (NITRP)

PO Box 20837,

Windhoek.

Email: info@nitrp.org.na

Namibian Academy for Tourism and Hospitality (NATH)

P O Box 2701, Windhoek

Tel: 061 25 9288

Fax: 061 25 9221

Email: nathadmin@nathnamibia.org

Namibian Association of Metal Fabrication

Ministry of Industrialization, Trade and SME Development

Tel.: 061 2837111/2837313

Fax.: 061 259676

Namibian Association of Protected Desert Areas (NAPDA)

P O Box 80205, Windhoek.

Tel: 061 23 0066

Namibian Employers' Federation, Secretary General

P O Box 90194, Windhoek

Tel: 061 244 4089

Fax: 061 24 4231

Email E-mail: [enquiries@nef.com.na](mailto:enquiries@nef.com.na)

Namibian Nursing Association,

P O Box 21792, Windhoek.

Tel: 061 226706

Fax: 061 23-0032

Namibia Panel-Beaters Association,

P O Box 5136, Windhoek.

Tel: 061.237593

Email: [zerrup@afol.com.na](mailto:zerrup@afol.com.na)

Namibia Professional Hunters Association (NAPHA)

P O Box 11291, Windhoek.

Tel: 061. 23 4455

Fax: 061. 22 2567



Email: [info\(at\)napha.com.na](mailto:info(at)napha.com.na)

Namibia Society of Physiotherapy,

PO Box 23321, Windhoek.

Tel: 061 307889

<http://www.namibiaphysio.com>

Namibia Scientific Society

P O Box 67, Windhoek

Tel: 061. 22 5372

Fax: 061. 22 6846

E-mail: [nwg@iway.na](mailto:nwg@iway.na)

Namibia Social Workers Association

<https://namibiasocialworkers.wordpress.com>

National Special Risks Insurance Association (NASRIA)

P O Box 417, Windhoek

Tel: 061. 22 9207

Fax: 061. 23 6195

<http://www.nasria.com.na>

Oruuano Namibian Artists Union

P O Box 22398, Windhoek

Tel: 081 253 3376 / 22 8211

Pharmaceutical Society of Namibia

P O Box 22669, Windhoek

Tel: 061 24 2405

Fax: 061 24 2405

Mobile: 081 1285877

Psychological Association of Namibia

P.O. Box 40712, Ausspännplatz, Windhoek

Email: [secretary@psychologynamibia.org](mailto:secretary@psychologynamibia.org)

Public Accountants and Auditors Board (PAAB)

P O Box 21459, Windhoek.

Tel: 061 22 0218

Fax: 061 23 0014

Email: [secretariat\(at\)icanpaad.com](mailto:secretariat(at)icanpaad.com)

Tour and Safari Association of Namibia (TASA)

P O Box 11534, Klein Windhoek

Tel: 061 23 8423

Fax: 061 23 8424

Email: [info @ tasa.na](mailto:info@tasa.na)

Tourism Related Namibian Business Association (TRENABA)

P O Box 11463, Windhoek

Tel: 061 250558

Fax: 061 24 5756

Email: herrle.herma@iway.na

Tourists Guides Association of Namibia (TAN)

P O Box 2589, Windhoek.

Tel: 061 27 4521

Fax: 061 27 4575

Email: info(at)tan-namibia.org

### **International Organisations**

The fact that Namibia is part of the international community implies that its citizens can also benefit from some international organisations e.g. United Nations and its agencies through training and employment. Below is a list of some of these organisations which can be consulted for relevant information.

#### **ESAMI – Eastern and Southern Africa Management Institute**

P O Box 1836, Windhoek.

Tel: 061.23 6965/6

Fax: 24 9822

E-mail: esamiwhk@mweb.com.na

**FAO – Food and Agricultural Organisation of the United Nations  
FAO Representative:**

P.O. Box 24185 Windhoek

Tel: 061 224919 Fax: 061.22 5726

Email: [FAO-NA@fao.org](mailto:FAO-NA@fao.org)

**ICRC – Namibia Red Cross Society**

PO BOX 346, Windhoek

Namibia

Tel: 061 413750

Fax: 061 228949

Email: [enquiries@redcross.org.na](mailto:enquiries@redcross.org.na)

**SACU – Southern African Customs Union**

**Executive Secretary:**

Private Bag 13285, Windhoek.

Tel: 061 295 8000

Fax: 061 24 5611

Email: [info@sacu.int](mailto:info@sacu.int)

**SADC – PF – Southern African Development Community Parliamentary  
Forum Executive Secretary:**

Private Bag 13361, Windhoek.

Tel: 061. 287 0000

Fax: 061.25 4642/24 7569

Email: [info@sadcpf.org](mailto:info@sadcpf.org)

**UNDP – United Nations Development Program**

**Resident Representative:**

P.O. Box 3444 Klein Windhoek,

Tel: 061 204 6111

Fax: 061 204 6203

Email: registry.na@undp.org

**UNESCO – United Nations Education, Scientific and Cultural  
Organisation Country Representative:**

P.O. Box 24519, Windhoek

Tel: 061 291 7000

Fax: 061 291 7220

Email: windhoek@unesco.org

**UNFPA – United Nations Population Fund**

Executive Director:

P.O. Box 3444 Klein Windhoek, Windhoek

Tel: 061 204 6336

Fax: 061. 204 6204

Email: mbekele@unfpa.org

## **UNHCR – United Nations High Commission for Refugees**

### **Regional Representative**

P.O. Box 3444 Klein Windhoek, Windhoek.

Tel: 061 2046500

Fax: 061.23 7087?

Email: NAMWI@unhcr.org

## **UNIC – United Nations Information Centre**

### **National Information Officer**

P.O. Box 3444 Klein Windhoek, Windhoek.

Tel: 061 204 6143

Fax: 061.2046521

E-mail: unic.windhoek@unic.org

## **UNICEF (United Nations Children's Fund)**

### **Country Representative**

P O Box 1706, Windhoek.

Tel : 061.204 6111/2046235

Fax : 061.204 6206

Email : nmbregistry@unicef.org

## **WFP – World Food Programme**

### **Country Representative**

P O Box 11043, Windhoek.

Tel : 061.204 6359

Fax : 061.24 7065

Email : wfp.windhoek@wfp.org

## **WHO – World Health Organisation**

### **Country Representative**

P O Box 3444, Windhoek.

Tel : 061.204 6111/255121

Fax : 061.204 6202

Email : afwcona@who.int

# PART G

## OTHER USEFUL INFORMATION

### Education Placement Agencies

#### Namibia Education Exchange and Consultants (EduExCon)

This is a recruitment agency for students who wish to study abroad. The agency source for and recruit prospective Namibian students directly on behalf of partner institutions abroad i.e. universities, colleges, schools and vocational training facilities. EduExCon caters for students seeking to obtain an undergraduate or postgraduate qualification including those interested in vocational training, language courses, hotel and hospitality qualifications, university foundation courses, high school programmes, those persons interested in research and more specifically the human resources departments in both the public and private sectors who find it difficult to identify an institution offering quality education that could enhance their organisations' capacity building.

They are currently the official representatives of Russian African Centre for University Services (RACUS); the Business School Lausanne (BSL) in Switzerland through which students can obtain a BBA and MBA degrees and Monash South Africa, a campus of Monash University Australia

#### Contact Details

P.O. Box 70722

Khomasdal

Windhoek

Tel: 061- 223663

Email: [eduexcon@iway.na](mailto:eduexcon@iway.na)





# LEVEL DESCRIPTORS FOR THE NATIONAL QUALIFICATIONS

## FRAMEWORK Level 10

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Comprehensive, systematic and in-depth mastery of a discipline/field's knowledge, research, analytical and/or creative requirements. Able to contribute ideas and to debate at the cutting edge of an area of specialisation. Highest level of research capabilities and/or in the creation of new knowledge, art or work.

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Provide through publication and/or presentation an original contribution to knowledge through research or scholarship, as judged by independent experts and peers applying international standards.

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## Level 9

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Comprehensive and systematic knowledge in a discipline or field with specialist knowledge in an area at the forefront of that discipline or field.

---

Capacity for self-directed study and the ability to work independently. Planning and carrying out of a substantial piece of original research or scholarship to internationally recognised standards and involving a high order of skill in analysis and critical evaluation.

---

Identification, analysis and proposed responses to real world or complex issues and problems drawing systematically and creatively on the principles, theories and methodologies of a particular discipline.

---

Advanced information retrieval, processing, analytical, synthesising and independent evaluation of quantitative and qualitative data.

---

Able to present and communicate academic or professional work effectively, catering for a wide range of specialist and non specialist audiences and/or in diverse genres.

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## Level 8

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Deepened, comprehensive and systematic expertise in a particular discipline. Developed research capacity using a coherent and critical understanding of the principles, theories and methodologies of a particular discipline.

---

Selects research methods, techniques and technologies appropriate to a particular problem.

---

Efficient and effective information retrieval and processing skills, involving critical analysis and independent evaluation of quantitative and qualitative data.

---

Engages with current research and scholarly or professional literature. Able to present and communicate academic or professional work effectively, catering for a wide range of audiences and/or in diverse genres.

---

## Level 7

---

Knowledge of a major discipline with areas of specialisation in depth. Analysis, transformation and evaluation of abstract data and concepts in the creation of appropriate responses to resolve given or contextual abstract problems.

---

Carry out processes that require a command of highly specialised technical or scholastic and basic research skills across a major discipline and which involve the full range of procedures in a major discipline. Application in complex, variable and specialised contexts.

---

Planning, resourcing and managing processes within broad parameters and functions with complete accountability for determining, achieving and evaluating personal and/or group outcomes.

---

## **Level 6**

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Demonstrates focussed knowledge and skills in a particular field using general principles and application and/or some specialised knowledge with depth in more than one area. Analysis, reformatting and evaluation of a wide range of information used in the formulation of appropriate responses to resolve both concrete and abstract problems.

---

Carry out processes that require a command of wide-ranging highly specialised technical or scholastic skills and/or which involve a wide choice of standard and non-standard procedures, often in non-standard combinations, often in highly variable routine and non-routine contexts.

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Manages processes within broad parameters for defined activities. Complete accountability for determining and achieving personal and/or group outcomes.

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## Level 5

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Broad, general knowledge based on general principle in a specific area with substantial depth in some aspects. Analytical interpretation of a wide range of data and the determination of appropriate methods and procedures in response to a range of concrete problems with some theoretical elements.

---

Carry out processes that require a wide range of specialised technical or scholastic skills involving a wide choice of standard and non-standard procedures. Employed in a variety of routine and non-routine contexts. ~~Self-directed and sometimes directive activity within broad general guidelines or functions. Full responsibility~~ for the nature, quantity and quality of outcomes, with possible responsibility for the achievement of group outcome.

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## Level 4

---

Employing a broad knowledge base incorporating some theoretical concepts or in-depth applied knowledge and skills in a specific area. Analytical interpretation of information. Making informed judgement and offers a range of sometimes innovative responses to concrete but often unfamiliar problems.

---

Carry out processes that require a wide range of technical or scholastic skills and/or that offer a considerable choice of procedures. Often employed in a variety of familiar and unfamiliar contexts.

---

Applied in self-directed activity under broad guidance and evaluation. Complete responsibility for quantity and quality of output, with possible responsibility for the quantity and quality of the output of others.

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## Level 3

---

Employing some relevant theoretical knowledge and interpretation of available information. Uses discretion and judgement over a range of known responses to familiar problems.

---

Carry out processes that require a range of well-developed skills and offer a significant choice of procedures within a range of familiar contexts.

---

Applied in directed activity with some autonomy. Under general supervision and quality checking, though with significant responsibility for the quantity and quality of output, with possible responsibility for the output of others.

---

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## Level 2

---

Employs basic operational knowledge using readily available information. Uses known solutions to familiar problems with little generation of new ideas.

---

Carry out processes that are moderate in range, are established and familiar and offer a clear choice of routine responses.

---

Applied in directed activity under general supervision and quality control. Some responsibility for quantity and quality, with possible responsibility for guiding others.

---

## **Level 1**

---

Employs recall and a narrow range of knowledge and cognitive skills. No generation of new ideas.

---

Carry out processes that are limited in range, repetitive and familiar, and employed within closely defined contexts.

---

Applied in directed activity under close supervision with no responsibility for the work or learning of

---

## Namibian Institutions and their Programmes Accredited by the Namibia Qualifications Authority

As at 23 November 2016, the following institutions were accredited by the Namibia Qualifications Authority, Institutions or Organisations (Act 29 of 1996) Government notice 124, August 2006.

Persons wishing to verify the current **status** of any of the listed institutions should contact the NQA.

NAME OF INSTITUTION	SCOPE OF ACCREDITATION
<p>Adonai College</p> <p>P.O. Box 9264, Eros Park, Windhoek</p> <p>146 Bach Street, Windhoek West</p> <p>Tel. 061 – 231723</p>	<p>🕒 National Vocational Certificate in Information Communication Technology (Computing Fundamentals)</p> <p>🕒 National Vocational Certificate in Business Services (Office Administration)</p>
<p>Email: info@adonaicollege. org</p> <p>Web: www.adonaicollege.org</p>	
<p>African Hospitality and Tourism Cc</p> <p>Tel: 061 256849 Email: eude-africanht@iway.na</p>	<p>🕒 National Vocational Certificate in Hospitality and Tourism (Accommodation Services, Food and Beverage Services)</p> <p>🕒 National Vocational Certificate in Hospitality and Tourism (Food and Beverage Operations)</p> <p>🕒 National Vocational Certificate in Hospitality and Tourism (Core Commercial Cookery Skills)</p> <p>🕒 National Vocational Certificate in Hospitality and Tourism (Advanced Commercial Cookery Skills)</p>

Africa Institutional  
Management Services

(AIMS)

P.O. Box 2812

Windhoek

2 Johann Albrecht St

Tel.

235170/72/73/235271/35

Fax: (+264) 061-241914

Email: info@aims.com.na

Website: www.aims.com.na

### ***Windhoek***

- ☎ National Vocational Certificate in Business Services (Office Administration)



### ***Arandis***

- ☎ National Vocational Certificate in Hospitality and Tourism (Accommodation Services and Food and Beverage Services)
- ☎ National Vocational Certificate in Hospitality and Tourism (Front Office Operations)
- ☎ National Vocational Certificate in Hospitality and Tourism (Food and Beverage Operations)
- ☎ National Vocational Certificate in Hospitality and Tourism (Core Commercial Cookery Skills)

<p>Africa Leadership Institute (ALI) P.O. Box 21310, Windhoek Pricewaterhouse Coopers 1st floor 344 Independence Avenue Tel. 061 250 229 Fax. 061 250 243 Africa Leadership Institute – Training Office Rock Lodge, P O Box 1297, Okahandja Tel. 062 – 503 840 Fax. 062 – 503 170</p>	<ul style="list-style-type: none"> <li>⌚ Certificate in Transformational Leadership</li> <li>⌚ Diploma in Transformational Leadership</li> </ul>
<p>Anistemi College and Training Centre P. O. Box 132 Usakos Tel. 064 – 530858</p>	<ul style="list-style-type: none"> <li>⌚ National Vocational Certificate in Hospitality (Level 2)  (Accommodation Services and Food Beverage Services)</li> </ul>
<p>Business School of Excellence  Corporate Education and Psychometric Assessments  7 Hugo Hahn St, Klein Windhoek  P O Box 99209,  Government Park  Tel. 061 – 247 879</p>	<ul style="list-style-type: none"> <li>⌚ Higher Certificate in Logistics Management (RSA)</li> <li>⌚ National Certificate in Wholesale and Retail Operations</li> <li>⌚ National Certificate in Wholesale and Retail Distribution</li> <li>⌚ National Certificate in Freight Handling</li> <li>⌚ National Certificate in Road Transport</li> <li>⌚ Diploma in Logistics and Supply Management</li> <li>⌚ Bachelor of Business Administration in Logistics and Supply Chain  Management</li> </ul> <p>Note: Accreditation is conditional on ongoing quality assurance</p>



<p>Fax. 061 – 247 043</p> <p>Helga.volschenk@bse.com.</p> <p>na</p>	<p>o</p> <p>status of the courses in the country of origin.</p>
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<p>Centre for Training and Projects Development (CTPD)</p> <p>P.O. Box 2812 Windhoek</p> <p>2 Johann Albrecht St</p> <p>Tel. 235170/72/73/235271/35</p> <p>Fax.235191</p> <p>Cell. 0811282180</p> <p>Email. ceo@ctpd-namibia.com</p> <p>Web. www.ctpd-namibia.com</p>	<p>CIM</p> <p>CIM Foundation Certificate in Marketing</p> <ul style="list-style-type: none"> <li>⌚ CIM Certificate in Professional Marketing</li> <li>⌚ CIM Diploma in Professional Marketing</li> </ul> <p>CILT</p> <ul style="list-style-type: none"> <li>⌚ CILT Certificate in Logistics and Transport</li> <li>⌚ CILT Professional Diploma in Logistics and Transport</li> </ul> <p>CIPS</p> <ul style="list-style-type: none"> <li>⌚ CIPS Certificate in Procurement and Supply Operations</li> <li>⌚ CIPS Advanced Certificate in Procurement and Supply Operations</li> <li>⌚ CIPS Diploma in Procurement and Supply</li> <li>⌚ CIPS Advanced Diploma in Procurement and Supply</li> </ul> <p>BTEC</p> <ul style="list-style-type: none"> <li>⌚ BTEC Diploma in Construction &amp; the Built Environment (Civil) Engineering</li> <li>⌚ BTEC Diploma in Electrical/Electronic Engineering</li> </ul>
	<ul style="list-style-type: none"> <li>⌚ BTEC Diploma in Manufacturing Engineering</li> <li>⌚ BTEC Diploma in Mechanical Engineering</li> <li>⌚ BTEC Diploma in Professional Competence for IT &amp; Telecoms Professionals</li> <li>⌚ BTEC Diploma in Computing and Systems Development</li> </ul> <p><i>Note: Accreditation is conditional on ongoing quality assurance status of the courses in the country of origin.</i></p>

College of the Arts (COTA)

P.O. Box 2963 Windhoek, Namibia

Main Campus, 41 Fidel Castro Street

Tel: 264 61 374100

Fax: 264 61 229007

- ⌚ Diploma in Performing Arts

- ⌚ Diploma in Fashion Design

College of the Arts – Katutura  
Community Arts Centre (KCAC),  
Leonard Auala Street, Windhoek,  
Namibia  
Tel: 264 61 277300  
[www.cota.na](http://www.cota.na)

- 🕒 Diploma in New Media Design
- 🕒 Diploma in Visual Arts
- 🕒 Diploma in Radio Production
- 🕒 Diploma in Television Production

<p>DAPP (Development Aid from People to People) Vocational Training School</p> <p>P O Box 135 OUTAPI</p> <p>Oshakati – Ruacana Main Road</p> <p>Tel. 065 - 25 11 79</p> <p>Fax: 065 - 25 15 58</p> <p>Email: dappnamibia@iway.na</p>	<p><b><i>DAPP Namibia (Onambelela)</i></b></p> <ul style="list-style-type: none"> <li>⌚ National Vocational Certificate in Business Services (Office Administration)</li> <li>⌚ National Vocational Certificate in General Construction (Bricklaying)</li> <li>⌚ National Vocational Certificate in General Construction (Bricklaying &amp; Plastering)</li> <li>⌚ National Vocational Certificate in Agriculture Crop Production and Horticulture</li> <li>⌚ Diploma in Early Childhood Development Teaching</li> </ul>
<p>Eenhana Vocational Training Centre</p> <p>Dimo Hamaambo Street, Eenhana,</p> <p>Tel: (065) 263 600,</p> <p>Fax: (065) 263 871</p>	<ul style="list-style-type: none"> <li>⌚ National Vocational Certificate in General Construction (Bricklaying &amp; Plastering)</li> <li>⌚ National Vocational Certificate in Business Services (Office Administration)</li> <li>⌚ National Vocational Certificate in Manufacturing (Joinery and Cabinet Making)</li> <li>⌚ National Vocational Certificate in General Construction (Plumbing &amp; Welding)</li> <li>⌚ National Vocational Certificate in Metal Fabrication (Boiler making)</li> </ul>
<p>Frameworks Africa Consultancy CC</p> <p>P.O. Box 9117</p> <p>Eros Post Office</p> <p>Windhoek</p>	<p><b><i>NQA Unit Standard Based awards</i></b></p> <ul style="list-style-type: none"> <li>⌚ Assess candidates against unit standards</li> <li>⌚ Assess candidates against performance standards</li> <li>⌚ Moderate standard-based assessment</li> <li>⌚ Moderate examination-based assessment and associated continuous assessment components</li> </ul> <p><b><i>Write unit standards for registration on the NQF</i></b></p> <ul style="list-style-type: none"> <li>⌚ Undertake analysis to derive information for the development of unit standards</li> </ul>

Republic of Namibia

Tel. +264 81 228 1727

- ⌚ Evaluate compliance of unit standards with quality criteria
- ⌚ Evaluate compliance of qualifications with quality criteria
- ⌚ Design formative assessment tasks based on the requirements of unit standards
- ⌚ Design summative assessments based on unit standards
- ⌚ Document qualification structures and requirements of NQF registration
- ⌚ Conduct moderation of competency-based assessments within the vocational education and training environment

<p>Headstart Mercy Montessori Teachers Training College 4 Seventh Street South, Meersig, Walvis Bay.</p> <p>Box 1379, Walvis Bay.</p> <p>Tel. 064 – 220959</p> <p>Fax. 064 – 200439</p> <p>Email: info@headstart.com.na</p> <p>www.montessori.com.na</p>	<ul style="list-style-type: none"> <li>⌚ Montessori Early Childhood Development/ Pre-primary Teaching Diploma</li> <li>⌚ Montessori Primary Teaching Diploma</li> <li>⌚ Montessori Early Childhood Development Pre-Primary Teaching Diploma</li> </ul>
<p>Institute of Bankers Namibia (IOB)</p> <p>P. O. Box 21376 Windhoek</p> <p>Riek House, Office 5B Corner of Feld &amp; Rieks van der Walt Str, Ausspanplatz, Windhoek</p> <p>Tel: 061 - 255632</p> <p>Fax: 061 - 233640</p> <p>Email: iobnam@mweb.com.na</p>	<ul style="list-style-type: none"> <li>⌚ Certificate in Banking, Finances and Credit</li> <li>⌚ Diploma in Banking, Finances and Credit</li> <li>⌚ Advanced Diploma in Banking, Finances and Credit</li> </ul>
<p>Institute of Information Technology (IIT)</p> <p>P. O. Box 11361 Klein Windhoek 0 Burg Street, Luxury Hill Windhoek</p> <p>Tel: 061 253 141</p>	<p><i>Windhoek</i></p> <ul style="list-style-type: none"> <li>⌚ Certificate in Hardware and Software Technology</li> <li>⌚ Certificate in Network Support Technology</li> <li>⌚ Certificate in Hardware and Network Support Technology</li> <li>⌚ Certificate in Information Communication Technology</li> <li>⌚ Certificate in Advanced Information Communication Technology</li> <li>⌚ Certificate in Professional Office Computing</li> <li>⌚ Diploma in IT Server Administration</li> <li>⌚ Diploma in PC Engineering</li> <li>⌚ Diploma in Marketing and Business Management</li> </ul>

Fax: 061 253 102

Email: [info@iit.com.na](mailto:info@iit.com.na)

[www.iit.com.na](http://www.iit.com.na)

*Swakopmund*

- ⌚ Certificate in Hardware and Software Technology
- ⌚ Certificate in Network Support Technology
- ⌚ Certificate in Hardware and Network Support Technology
- ⌚ Certificate in Information Communication Technology
- ⌚ Certificate in Advanced Information Communication  
Technology
- ⌚ Certificate in Professional Office Computing

Institute for Open Learning  
(IOL)

P/Bag 15007, Windhoek

Trustco North,

Tel. 061 – 275 4866

Fax: 061 - 275 4090

International Computer Driving Licence (ICDL) – Not  
Namibian Qualification

#### ICB

- ⌚ National Certificate Bookkeeping
- ⌚ Further Education and Training Certificate in Bookkeeping
- ⌚ Diploma in Technical Financial Accounting
- ⌚ Certificate in Office Administration
- ⌚ Higher Certificate in Office Administration)
- ⌚ Diploma in Office Administration

*Note: Accreditation is conditional on ongoing quality assurance status of the courses in the country of origin. International University of Management (IUM)*

- ⌚ Certificate of Administration in Business Administration
- ⌚ Certificate of Administration in Business Information Systems
- ⌚ Certificate of Administration in Finance Management
- ⌚ Certificate of Administration in HIV/AIDS Management
- ⌚ Certificate of Administration in Human Resource Development and Management
- ⌚ Certificate of Administration in Marketing Management
- ⌚ Certificate of Administration in Small Business Management
- ⌚ Certificate of Administration in Travel, Tourism and Hospitality
- ⌚ Higher Certificate in Business Administration
- ⌚ Higher Certificate in Business Information Systems



- ⌚ Higher Certificate in Finance Management
- ⌚ Higher Certificate in HIV/AIDS Management
- ⌚ Higher Certificate in Human Resource Development and Management
- ⌚ Higher Certificate in Marketing Management
- ⌚ Higher Certificate in Small Business Management
- ⌚ Higher Certificate in Travel, Tourism and Hospitality
- ⌚ Higher Diploma in Business Administration
- ⌚ Higher Diploma in Business Information Systems
- ⌚ Higher Diploma in Finance Management
- ⌚ Higher Diploma in HIV/AIDS Management
- ⌚ Higher Diploma in Human Resource Development and Management
- ⌚ Higher Diploma in Marketing Management
- ⌚ Higher Diploma in Small Business Management
- ⌚ Higher Diploma in Travel, Tourism and Hospitality
- ⌚ Bachelor Honours Degree in Business Administration
- ⌚ Bachelor Honours Degree in Business Information Systems

	<ul style="list-style-type: none"> <li>🕒 Bachelor Honours Degree in Finance Management</li> <li>🕒 Bachelor Honours Degree in HIV/AIDS Management</li> <li>🕒 Bachelor Honours Degree in Human Resource Development and Management</li> <li>🕒 Bachelor Honours Degree in Marketing Management</li> <li>🕒 Bachelor Honours Degree in Small Business Management</li> <li>🕒 Bachelor Honours Degree in Travel, Tourism Hospitality</li> <li>🕒</li> </ul> <p><b>IOL</b></p> <ul style="list-style-type: none"> <li>🕒 Diploma in Pre-Primary Education</li> <li>🕒 Advanced Certificate in Senior Primary Education</li> <li>🕒 Bachelor of Education in Senior Primary Education</li> <li>🕒 Certificate in Policing</li> <li>🕒 Bachelor of Education Honours</li> <li>🕒 Advanced Certificate in Secondary Education (ACSE)</li> <li>🕒 Diploma in Junior Primary Education</li> <li>🕒 Diploma in Secondary Education</li> <li>🕒 Diploma in Policing</li> </ul>
<p>International Training College – Lingua (ITCL) P.O. Box 50097, Bachbrecht, WINDHOEK 8057, Schweitzer Street, Windhoek West. Tel. 061 – 301032/34/35 Fax. 061- 301033</p>	<ul style="list-style-type: none"> <li>🕒 Certificate in Accounting &amp; Finance</li> <li>🕒 Diploma in Accounting &amp; Finance</li> <li>🕒 Certificate in Travel &amp; Tourism</li> <li>🕒 Diploma in Travel &amp; Tourism</li> <li>🕒 Certificate in Information Technology</li> <li>🕒 Diploma in Information Technology</li> <li>🕒 Certificate in Business Administration</li> <li>🕒 Diploma in Business Administration</li> <li>🕒 Certificate in Human Resource Management</li> <li>🕒 Diploma in Human Resource Management</li> </ul>

- |   |
|---|
| <ul style="list-style-type: none"><li>🕒 Certificate in Office Administration</li><li>🕒 Diploma in Office Administration</li></ul> |
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International University of

Management (IUM)

Private Bag 14005, Bachbrecht

Dorado Park Campus, Ext 1

Tel. 061- 433 6000

Fax. 061- 433 6152

Email: ium@ium.edu.na

*Dorado, Ongwediva, Swakopmund and Walvis Bay Campuses*



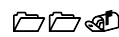
Certificate of Administration in Business  
Administration



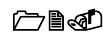
Certificate of Administration in Business  
Information  
Systems



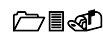
Certificate of Administration in Finance  
Management



Certificate of Administration in HIV/AIDS  
Management



Certificate of Administration in Human Resource  
Development and Management



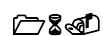
Certificate of Administration in Marketing  
Management



Certificate of Administration in Small Business  
Management



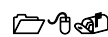
Certificate of Administration in Travel, Tourism  
and  
Hospitality



Higher Certificate in Business Administration



Higher Certificate in Business Information  
Systems



Higher Certificate in Finance Management



Higher Certificate in HIV/AIDS Management



Higher Certificate in Human Resource  
Development and Management



Higher Certificate in Marketing Management



Higher Certificate in Small Business  
Management



Higher Certificate in Travel, Tourism and  
Hospitality



Higher Diploma in Business Administration




Higher Diploma in Business Information Systems



Higher Diploma in Finance Management




Higher Diploma in HIV/AIDS Management


 Higher Diploma  
in Human Resource  
Development and  
Management

 Higher Diploma in  
Marketing Management

 Higher Diploma in  
Small Business  
Management

 Higher Diploma in  
Travel, Tourism and  
Hospitality

 Bachelor Honours  
Degree in Business  
Administration

 Bachelor  
Honours Degree in  
Business  
Information  
Systems

 Bachelor Honours Degree in Finance  
Management


 Bachelor Honours Degree in Human  
Resource Development and Management


 Bachelor Honours Degree in Marketing  
Management

 Bachelor Honours Degree in Small  
Business Management

 Bachelor Honours Degree in  
Travel, Tourism and Hospitality

### ***Dorado***

 Bachelor Honours Degree in HIV/AIDS Management

 Bachelor of Education – Educational  
Leadership, Management and Policy Honours

 Bachelor in Nursing Honours

 Bachelor in Digital Communication  
Technology Honours

	<p>📄 Master in HIV/AIDS Management</p> <p>📄 Master of Business Administration</p> <p><i><b>Nkurenkuru</b></i></p> <p>⇒ Certificate of Administration in Business Administration</p> <p>⇒ Certificate of Administration in Business Information Systems</p> <p>⇒ Certificate of Administration in Finance Management</p> <p>⇒ Certificate of Administration in Human Resource Development and Management</p>
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<p>Kambaku Lodge and Safaris Cc</p> <p>P.O.Box 247 Otjiwarongo</p> <p>Tel. 067 - 306292</p>	<p>🕒 National Vocational Certificate in Hospitality and Tourism (Accommodation Services and Food and Beverage Services)</p>
<p>Katutura Community College (KCC)</p> <p>P. O. Box 81088, Windhoek</p> <p>42 Ondoto St, Okuryangava</p> <p>Tel: 061 215671</p> <p>Fax: 061 215671</p> <p>Email: <a href="mailto:icc@iway.na">icc@iway.na</a></p>	<p>🕒 National Vocational Certificate in Business Services (Office Administration)</p> <p>🕒 National Vocational Certificate in Office Information Communication and Technology (ICT)</p>
<p>Katutura Youth Enterprise Centre (KAYEC)</p> <p>P.O. Box 5167 Windhoek</p> <p>Corner City &amp; Kampala St, Wanaheda</p> <p>Tel. 272670</p>	<p>🕒 National Vocational Certificate in General Construction (Bricklaying)</p> <p>🕒 National Vocational Certificate in Manufacturing (Joinery and Cabinet Making)</p> <p>🕒 National Vocational Certificate in Metal Fabrication</p> <p>🕒 National Vocational Certificate in General Construction (Plumbing)</p>

Fax. 246127	<ul style="list-style-type: none"> <li>⌚ National Vocational Certificate in Automotive Engineering (Automotive Mechanics)</li> </ul>
Labour Resource and Research Institute (LaRRI) P.O. Box 62423, Katutura  Mungunda Str, Katutura Tel. 061 – 212044, Fax. 061 – 217969 larri@mweb.com.na	<ul style="list-style-type: none"> <li>⌚ Certificate in Labour Studies</li> </ul>

<p>Monitronic Success College P. O. Box 40792 Aussanplatz, Windhoek</p> <p>Tel: 061 232 652 Fax: 061 234 736 Email: info@monitroniccollege.com www.monitroniccollege.com</p>	<p><b><i>Otjiwarongo campus</i></b></p> <ul style="list-style-type: none"> <li>⌚ Diploma in Travel, Tourism and Hospitality Management</li> </ul> <p><b><i>Windhoek campus</i></b></p> <ul style="list-style-type: none"> <li>⌚ Diploma in Business Management</li> <li>⌚ Diploma in Accounting and Finance Management</li> <li>⌚ Diploma in Information Technology</li> <li>⌚ Certificate in Electrical and Electronic Technology</li> <li>⌚ Diploma in Electrical and Electronic Engineering</li> <li>⌚ Certificate in Telecommunication Engineering</li> <li>⌚ Diploma in Telecommunication Engineering</li> </ul> <p><b><i>Walvisbay campus</i></b></p> <ul style="list-style-type: none"> <li>⌚ Diploma in Human Resources Management</li> <li>⌚ Certificate in Electrical Installation</li> <li>⌚ Diploma in Electrical Installation</li> </ul> <p><b><i>Ondangwa campus</i></b></p> <ul style="list-style-type: none"> <li>⌚ Diploma in Information Technology</li> <li>⌚ Diploma in Accounting and Finance Management</li> </ul>
<p>Namibia Construction Skills Academy (NCSA) P. O. Box 35167 WINDHOEK Tel: 061 - 300 556 Fax: 061 - 300 557 Email: training@ncsa.com.na</p>	<p><i>Courses leading to the following Unit Standards in Road Construction and Maintenance as listed in:</i></p> <p><i>South African Qualifications Authority:www.saqi.org.za</i></p> <ul style="list-style-type: none"> <li>⌚ SAQA Unit Standard Based awards</li> <li>⌚ NQA Unit Standard Based awards</li> </ul>
<p>Namibia Evangelical Theological Seminary (NETS) P. O. Box 158 Windhoek Tel: 061 222 885 Fax: 061 222 945 Email: nets@iway.na www.nets.edu.na</p>	<ul style="list-style-type: none"> <li>⌚ Diploma in Christian Ministry</li> <li>⌚ Diploma in Theology</li> <li>⌚ Bachelor of Theology</li> <li>⌚ Certificate in Theology</li> <li>⌚ Certificate in Applied Christian Ministry</li> <li>⌚ Certificate in Christian Ministry</li> <li>⌚ Bachelor of Theology Honours</li> </ul>



Namibian Academy for Tourism and  
Hospitality(NATH)

P. O. Box 2701 Windhoek

10 Mont Blanc Street, Eros,  
Windhoek

Tel:061 - 259288,

Fax:061 - 259221

Email: nath@namibnet.com or  
nath@iway.na

Website: www.nathnamibia.com

🕒 National Vocational Certificate in Hospitality and Tourism  
(Tour Guiding)

<p>Namibia College of Open Learning – NAMCOL</p> <p>Yetu Yama Centre,</p> <p>Independence Avenue,</p> <p>Private Bag 15008, Katutura.</p> <p>Tel. 061 – 3205111</p> <p>Fax. 061 – 216987</p>	<p><b><i>Windhoek campus</i></b></p> <ul style="list-style-type: none"> <li>🕒 Certificate in Early Childhood Development</li> <li>🕒 Certificate in English Communication</li> <li>🕒 Certificate in Local Government Studies</li> <li>🕒 Certificate in Education for Development</li> <li>🕒 Diploma in Education for Development</li> <li>🕒 Diploma in Early Childhood and Pre-Primary Education</li> <li>🕒 Commonwealth Diploma in Youth Development Work</li> <li>🕒 National Certificate in Business Services (Office Administration)</li> <li>🕒 National Certificate in General Construction (Plumbing and Pipe Fitting)</li> <li>🕒 National Certificate in Welding and Metal Fabrication</li> <li>🕒 National Certificate in Automotive Engineering (Auto Mechanics)</li> </ul> <p><b><i>Otjiwarongo campus</i></b></p> <ul style="list-style-type: none"> <li>🕒 National Certificate in Business Services (Office Administration)</li> </ul> <p><b><i>Ongwediva campus</i></b></p> <ul style="list-style-type: none"> <li>🕒 National Certificate in Business Services (Office Administration)</li> </ul>
	<p><b><i>NIMT Engineering Trade Campus (NET) Arandis:</i></b></p> <ul style="list-style-type: none"> <li>🕒 National Technical Certificate: Electrician</li> <li>🕒 National Technical Certificate: Diesel/Petrol Mechanic</li> <li>🕒 National Technical Certificate: Boiler Maker</li> <li>🕒 National Technical Certificate: Fitter and Turner</li> <li>🕒 National Technical Certificate: Instrument Mechanic</li> <li>🕒 National Technical Certificate: Refrigeration and Air-conditioning</li> </ul> <p><b><i>NIMT Building and Civil Trades Campus (NBCT) Arandis:</i></b></p> <ul style="list-style-type: none"> <li>🕒 National Technical Certificate: Bricklaying/ Plastering</li> </ul>

Technology - NIMT

Arandis Main Road

Private Bag 5025, Swakopmund.

Tel. 064 – 511800

Fax. 064 – 510369

- ⌚ National Technical Certificate: Carpentry/ Joinery
- ⌚ National Technical Certificate: Clothing Production
- ⌚ National Technical Certificate: Plumbing/ Sheet Metal Works

***NIMT Northern Campus (NNC) Tsumeb:***

- ⌚ National Technical Certificate: Fitter and Turner
- ⌚ National Technical Certificate: Autotronics
- ⌚ National Technical Certificate: Boiler Maker
- ⌚ National Technical Certificate: Electrician
- ⌚ National Technical Certificate: Millwright (Electrical)
- ⌚ National Technical Certificate: Diesel/ Petrol Mechanic

***NIMT Southern Campus (NSC) Keetmanshoop:***

- ⌚ National Technical Certificate: Boiler Maker
- ⌚ National Technical Certificate: Bricklaying/ Plastering
- ⌚ National Technical Certificate: Diesel/ Petrol Mechanic
- ⌚ National Technical Certificate: Electrician
- ⌚ National Technical Certificate: Fitter and Turner

## Namibian Maritime and Fisheries

Institute – NAMFI

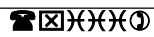
P. O. Box 3228 Walvis bay

29 Old Naval Base, 1st St East,  
Walvis Bay

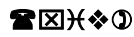
Tel. 064 – 270900

Fax. 064 - 203112

www.namfi.net



Deck Officer Class 6



Deck Officer Class 5



Deck Officer Class 4

Fisheries Inspector and Observers Course



Marine Engineering Officer Class 6



Marine Engineering Officer Class 5



Marine Engineering Officer Class 4

NamWater Human Resource  
Development Centre (HRDC)

- ⌚ National Vocational Certificate in Business Services (Office Administration)
- ⌚ National Vocational Certificate in Manufacturing (Joinery and Cabinet Making)
- ⌚ National Vocational Certificate in General Construction (Plumbing)
- ⌚ National Vocational Certificate in Road Construction and Maintenance (Heavy Plant Operations - Heavy Plant Operator) with an optional strand for further skill development
- Non – NQF Modular Qualifications
- ⌚ National Vocational Certificate – Diesel Mechanic
- ⌚ National Vocational Certificate – Electric General
- ⌚ National Vocational Certificate – Water Care
- ⌚ National Vocational Certificate – Bricklaying and Plastering

National Youth Service (NYS)

Head Office

P O Box 32269

- ⌚ National Vocational Certificate in Automotive Engineering (Automotive Mechanics)
- ⌚ National Vocational Certificate in Business Services (Office Administration)
- ⌚ National Vocational Certificate in General Construction (Bricklaying)

<p>Windhoek</p> <p>No. 12 – 14 Haddy Street, Windhoek West</p> <p>Tel: +264 61 415 500</p> <p>Fax: +264 61 415 501</p> <p>E-mail: <a href="mailto:info@nys.com.na">info@nys.com.na</a></p> <p>Website: <a href="http://www.nys.com.na">www.nys.com.na</a></p>	<ul style="list-style-type: none"> <li>⌚ National Vocational Certificate in General Construction (Bricklaying &amp; Plastering)</li> <li>⌚ National Vocational Certificate in General Construction (Plumbing)</li> <li>⌚ National Vocational Certificate in Hospitality and Tourism (Food Preparation)</li> <li>⌚ National Vocational Certificate in Hospitality and Tourism (Food and Beverage Service Operations)</li> <li>⌚ National Vocational Certificate in Information Communication Technology (Computing Fundamentals)</li> <li>⌚ National Vocational Certificate in Manufacturing (Joinery and Cabinet Making)</li> <li>⌚ National Vocational Certificate in Metal Fabrication</li> </ul>
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<p>Okakarara Vocational Training Centre John Tjikuaa Street, Okakarara,  Tel: (067) 317 069 Fax: (067) 317 469</p>	<ul style="list-style-type: none"> <li>⌚ National Vocational Certificate in General Construction (Bricklaying &amp; Plastering)</li> <li>⌚ National Vocational Certificate in Business Services (Office Administration)</li> <li>⌚ National Vocational Certificate in General Construction (Plumbing)</li> <li>⌚ National Vocational Certificate in Welding and Metal Fabrication (Boiler making)</li> <li>⌚ National Vocational Certificate in Hospitality and Tourism (Front Office Operations)</li> <li>⌚ National Vocational Certificate in Automotive Engineering (Automotive Mechanics)</li> <li>⌚ National Vocational Certificate in Clothing Production</li> <li>⌚ National Vocational Certificate in Electrical General</li> <li>⌚ National Vocational Certificate in Carpentry and Joinery</li> <li>⌚ National Vocational Certificate in Hospitality and Tourism (House Keeping Operations)</li> <li>⌚ National Vocational Certificate in Hospitality and Tourism ( Food Preparation)</li> <li>⌚ National Vocational Certificate in Hospitality and Tourism ( Food &amp; Beverage Service Operations)</li> </ul> <p><b><i>City &amp; Guilds</i></b></p> <ul style="list-style-type: none"> <li>⌚ QCF Diploma in Women's Hairdressing</li> </ul>
<p>On Track Learning Solutions Namibia P O Box 11351, Klein Windhoek  Town house nr. 6, Windhoek Country Club Resort,  Tel. 061 234436</p>	<p>Courses leading to Unit standards in Finance and Banking as listed by:</p> <p>South African Qualifications Authority (SAQA) <a href="http://www.saqa.org.za">www.saqa.org.za</a> SAQA Unit Standard Based awards. For additional information contact the NQA.</p>
<p>Philippi Trust Namibia  P O Box 4447, Windhoek</p>	<ul style="list-style-type: none"> <li>⌚ National Certificate in Counselling Services (Community Counselling)</li> <li>⌚ National Diploma in Counselling Services (Counselling</li> </ul>

<p>7693, Ara Str, Dorado Park</p> <p>Tel. 061 – 259055/259291</p> <p>Fax. 061 - 259210</p>	<p>Supervision)</p> <ul style="list-style-type: none"> <li>⌚ Engage in Counselling with people on HIV and AIDS (Unit Standard)</li> <li>⌚ Perform Counsellor Supervision and Develop Staff (Unit Standard)</li> </ul>
<p>Rundu Vocational Training Centre</p> <p>Private Bag 2081, Rundu</p> <p>Maria Mwengere Road</p> <p>Tel. 066 – 269000</p> <p>Fax. 066 – 255364</p> <p>rvtc@iway.na</p>	<ul style="list-style-type: none"> <li>⌚ National Vocational Certificate in Automotive Engineering (Automotive Mechanics)</li> <li>⌚ National Vocational Certificate in General Construction (Bricklaying)</li> <li>⌚ National Vocational Certificate in Information Communication Technology (Computing Fundamentals)</li> <li>⌚ National Vocational Certificate in Business Services (Office Administration)</li> <li>⌚ National Vocational Certificate in Manufacturing (Joinery and Cabinet Making)</li> <li>⌚ National Vocational Certificate in General Construction (Plumbing)</li> </ul>

<p>Silver Spoon Hospitality Academy CC P. O. Box 5546 Windhoek Tel. 061 - 240994</p>	<p><i>City and Guilds</i></p> <ul style="list-style-type: none"> <li>🕒 Certificate in Food Preparation and Cooking</li> <li>🕒 Diploma in Food Preparation and Cooking (Culinary Arts)</li> <li>🕒 Certificate in Food and Beverage Service</li> <li>🕒 Diploma in Food and Beverage Service</li> </ul> <p>Note: Accreditation is conditional on ongoing quality assurance status of the courses in the country of origin.</p>
<p>St. Charles Lwanga Major Seminary P. O. Box 40376, Ausspannplatz No 17 Jan Jonker Road, Klein Windhoek Tel: 061 - 240063/235390, Fax: 061 - 229952</p>	<ul style="list-style-type: none"> <li>🕒 Diploma in Philosophy</li> <li>🕒 Bachelor of Philosophy</li> <li>🕒 Diploma in Theology</li> <li>🕒 Bachelor of Theology</li> </ul>







Triumphant College  
P. O. Box 6506, Windhoek  
1 Schoeman St, Windhoek West  
Tel. 061 234903  
Fax: 061 303256  
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## Electrical and Electronic Engineering

(International Vocational Qualifications) City and  
Guilds (C&G)

- ⌚ City and Guilds: Technician Certificate in Electrical and Electronic Engineering
- ⌚ City and Guilds: Technician Certificate in Construction Engineering
- ⌚ City and Guilds: Technician Diploma in Construction Engineering

## Telecommunications Systems (Vocational related qualifications)

- ⌚ City and Guilds: Technician Certificate in Telecommunications
- ⌚ City and Guilds: Technician Diploma in Telecommunications
- ⌚ Certificate in Accounting and Finance
- ⌚ Diploma in Accounting and Finance
- ⌚ Certificate in Human Resources Development
- ⌚ Diploma in Human Resources Development
- ⌚ Certificate in Journalism and Media Studies
- ⌚ Diploma in Journalism and Media Studies
- ⌚ Certificate in Marketing Management
- ⌚ Diploma in Marketing Management
- ⌚ Certificate in Information Technology
- ⌚ Diploma in Information Technology
- ⌚ Certificate in Secretarial and Administration Studies
- ⌚ Diploma in Secretarial and Administration Studies
- ⌚ Certificate in Telecommunication Engineering
- ⌚ Diploma in Telecommunication Engineering
- ⌚ Certificate in Psychology
- ⌚ Diploma in Psychology
- ⌚ Certificate in Legal Studies
- ⌚ Diploma in Legal Studies
- ⌚ Certificate in Travel and Tourism

	<ul style="list-style-type: none"> <li>⌚ Diploma in Travel and Tourism</li> <li>⌚ Certificate in Business Studies</li> <li>⌚ Diploma in Business Studies</li> <li>⌚ Certificate in Construction Engineering</li> <li>⌚ Diploma in Construction Engineering</li> <li>⌚ Postgraduate Diploma in Project Management</li> </ul>
<p>Tulipohamba Training and Assessment Institute</p> <p>P. O. Box 8699</p> <p>Windhoek</p> <p>Kallie Roodt Street Office 25</p> <p>Northern Industry, Windhoek</p> <p>Tel. 061 257153</p>	<ul style="list-style-type: none"> <li>⌚ Certificate in Counselling</li> <li>⌚ Certificate in Community Health Education</li> <li>⌚ Certificate in Occupational Health and Safety</li> <li>⌚ Certificate in Health Care Service Management</li> </ul>

<p>United Lutheran Theological Seminary – Paulinum Private Bag 16008, Windhoek.  Erasmus Str, Pionierspark Ext 1  Tel. 061 – 258824/5/6 Fax. 061 – 258827</p>	<ul style="list-style-type: none"> <li>⌚ Certificate in Theology</li> <li>⌚ Diploma in Theology</li> <li>⌚ Bachelor of Theology</li> </ul>
<p>Valombola Vocational Training Centre (VVTC) P. O. Box 5516 Oshakati  Nandjebo Mengela Street Tel. 065 – 234100 Fax. 065 - 230167</p>	<ul style="list-style-type: none"> <li>⌚ National Vocational Certificate in General Construction (Plumbing)</li> <li>⌚ National Vocational Certificate in Manufacturing (Joinery &amp; Cabinet Making)</li> <li>⌚ National Vocational Certificate in Metal Fabrication (Welder)</li> <li>⌚ National Vocational Certificate in Business Services (Office Administration)</li> <li>⌚ National Vocational Certificate in General Construction (Bricklaying)</li> <li>⌚ National Vocational Certificate in Clothing Production (Industrial)</li> <li>⌚ National Vocational Certificate in Automotive Engineering (Automotive Mechanics)</li> <li>⌚ National Vocational Certificate in Hospitality and Tourism (Front Office Operations)</li> <li>⌚ National Vocational Certificate in Hospitality and Tourism (House Keeping Operations)</li> <li>⌚ National Vocational Certificate in Hospitality and Tourism (Food &amp; Beverage Service Operations)</li> <li>⌚ National Vocational Certificate in Hospitality and Tourism (Food Preparation)</li> </ul>
<p>Welwitchia Health Training Centre P. O. Box 98604 Pelican Square WINDHOEK</p>	<ul style="list-style-type: none"> <li>⌚ Bachelor of Nursing Science</li> </ul>



<p>Windhoek Vocational Training Centre</p> <p>Private Bag 13334, Windhoek</p> <p>11 Rooivalk Street, Khomasdal Windhoek</p> <p>Tel. 061 – 211744</p> <p>Fax. 061 – 212379</p> <p>Email: <a href="mailto:info@wvtc.edu.na">info@wvtc.edu.na</a></p> <p>Web: <a href="http://www.wvtc.edu.na">www.wvtc.edu.na</a></p>	<ul style="list-style-type: none"> <li>⌚ National Vocational Certificate Business Services (Office Administration)</li> <li>⌚ National Vocational Certificate Business Services (Office Administration)</li> <li>⌚ National Vocational Certificate Business Services (Office Administration)</li> <li>⌚ National Vocational Certificate Business Services (Office Administration)</li> <li>⌚ National Vocational Certificate – Auto Mechanic</li> <li>⌚ National Vocational Certificate – Air-conditioning and Refrigeration</li> <li>⌚ National Vocational Certificate – Bricklaying and Plastering</li> <li>⌚ National Vocational Certificate – Boiler Making</li> <li>⌚ National Vocational Certificate – Electrical General</li> <li>⌚ National Vocational Certificate – Fitter Machinery</li> <li>⌚ National Vocational Certificate – Fitter and Turner</li> <li>⌚ National Vocational Certificate – Joinery and Cabinet Making</li> <li>⌚ National Vocational Certificate – Plumbing and Pipefitting</li> <li>⌚ National Vocational Certificate – Radio and Television</li> <li>⌚ National Vocational Certificate – Welding and Fabrication</li> <li>⌚ International Computer Driving License (ICDL)</li> </ul>
<p>Wolwedans Foundation Trust</p> <p>P O Box 5048, WINDHOEK</p> <p>36 Bismarck Street, Windhoek</p> <p>Tel. 061 – 230616,</p> <p>Fax. 061 – 220102</p> <p><a href="mailto:info@wolwedans.com.na">info@wolwedans.com.na</a></p>	<ul style="list-style-type: none"> <li>⌚ National Vocational Certificate in Hospitality and Tourism – (Accommodation Services, Food and Beverage Service Operations)</li> <li>⌚ National Vocational Certificate in Hospitality and Tourism – (Food &amp; Beverage Service Operations)</li> <li>⌚ National Vocational Certificate in Hospitality and Tourism – (Core Commercial Cookery Skills)</li> </ul>
	<ul style="list-style-type: none"> <li>⌚ National Vocational Certificate in General Construction (Bricklaying and Plastering)</li> </ul>



NB: The University of Namibia (UNAM) and Namibia University of Science and Technology (NUST) are established by Acts of Law. Their qualifications are recognized by the NQA.

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WINDHOEK

Namibia

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## **LIST OF ABBREVIATIONS**

AAN	Accommodation Association of Namibia
ACE	Advanced Certificate in Education
AIS	Aeronautical Information System
ANTA	Association of Namibian Travel Agents
ATPL	Airline Transport Pilot's License
B Juris	Baccalaureus Juris
B. B. A	Bachelor of Business Administration
B. Econ	Bachelor of Economics

B. Ed.	Bachelor of Education
B. Eng.	Bachelor of Engineering
B. Sc	Bachelor of Science
B. Sc. (Hons.)	Bachelor of Science (Honours)
B. Tech.	Bachelor of Technology
B. V.Sc.	Bachelor of Veterinary Science
B.A.	Bachelor of Arts
B.Ch. D	Baccalaureus of Chirurgical Dental
B.DS	Bachelor of Dental Surgery
B.Ed (Hons)	Bachelor of Education (Honours)
BETD	Basic Education Teachers Diploma
BTH	Bachelor of Theology
CAHW	Community Animal Health Worker

CARAN	Car Rental Association of Namibia
CATS	Certificate in Associated Transport Sector
CBET	Curriculum Based Education and Training
CID	Criminal-Investigation Department
COSDEC	Community Skills Development Centre
COSDEF	Community Skills Development Fund
CPL/IR	Commercial Pilot's License with Instrument rating
CRIAA SA-DC	Centre for Research Information and Action in Africa Southern Africa - Development and Consulting
CTA	Certificate of Theory and Accountancy
CTPD	Centre for Training and Projects Development
CV	Curriculum vitae
D. Tech	Doctor of Technology
DAPP	Development Aid from People to People
DCA	Division/Directorate of Civil Aviation
Dip.: Building	Diploma in Building
Dip.Th	Diploma in Theology
DTP &CTP	Desk Top Publishing and Computer to Plate Operators
ECN	Evangelical Council of Namibia
EduExCon	Namibia Education Exchange and Consultants
ELCIN	Evangelical Lutheran Church in Namibia
Eng. Tech	Engineering Technician
ESAMI	Eastern and Southern Africa Management Institute
FAO	Food and Agricultural Organisation of the United Nations

FIOC	Fisheries Inspector and Observer Course
FO	Fisheries Observer
FENATA	Federation of Namibia Tourism Associations
GIS	Geographical Information Systems
HAN	Hospitality Association of Namibia
HET	Higher Education & Training
HIV/AIDS	Human Immuno Virus/Acquired Immune Deficiency Syndrome
HRDC	Human Resources Development Centre
ICAO	International Civil Aviation Organization
ICDL	International Computer Driving Licence
ICRC	International Committee of the Red Cross
IGCSE	International General Certificate of Secondary Education
ICTL	International Training College-Lingua
IIT	Institute of Information Technology
Inc. Eng.	Incorporated Engineer
IOB	Institute of Bankers in Namibia
IOL	Institute for Open Learning
ISO 9002	International Standards Organisation 9002
IUM	International University of Management
JPQ	Jung Personality Questionnaire
JTC	Justice Training Centre

KAYEC	Katutura Youth Enterprise Centre
KHAC	Khomas Academic Center
LL.B .	Bachelor of Laws
LL.M.	Masters of Laws
M. Tech	Master of Technology
MATS	Media Arts Technology Studies
MBChB	Medicine and Surgery degrees, Bachelor of...
Med	Master of Education
MET	Microsoft E- Training
N. Dip.	National Diploma
NACOBTA	Namibia Community Based Tourism Association
NAMCOL	Namibia College of Open Learning
NAMDEB	Namibia De Beers
NAMFI	Namibian Maritime and Fisheries Institute
NAMPA	Namibia Press Agency
NAPDA	Namibian Association of Protected Desert Areas
NAPHA	Namibia Professional Hunters Association
NASRIA	National Special Risks Insurance Association
NATA	Namibia Aviation Training Academy
NATH	Namibian Academy for Tourism and Hospitality
NBC	Namibian Broadcasting Corporation
NBI	Namibia Business Institute
NCCI	Namibia Chamber of Commerce and Industry
NDF	Namibia Defence Force

NEAC	Namibia Educational Assistance College
NETS	Namibia Evangelical Theological Seminary
NHTC	National Health Training Centre
NICE	Namibia Institute of Culinary Education
NIMT	Namibian Institute of Mining and Technology
NOSA	National Occupational Safety Association
NQA	Namibia Qualifications Authority
NSFAF	Namibia Students Financial Assistance Fund
NSSC (H) or (O)	Namibia Senior Secondary Certificate (Higher or Ordinary)
NTA	Namibia Training Authority
NUST	Namibia University of Science and Technology
OHSE	Occupational Health Safety & Environment Practitioner
PAULINUM	United Lutheran Theological Seminary
PGDE	Postgraduate Diploma in Education
PPL	Private Pilot's Licence
Pr. Eng.	Professional Engineer
PRO	Public Relations Officer
SACU	Southern African Customs Union
SADC – PF	Southern African Development Community Parliamentary Forum
SADC	Southern Africa Development Community
SARPs	Standards and Recommended Practices
SHE&Q	Safety Health Environment and Quality Manager
SMEs	Small and Medium Enterprises

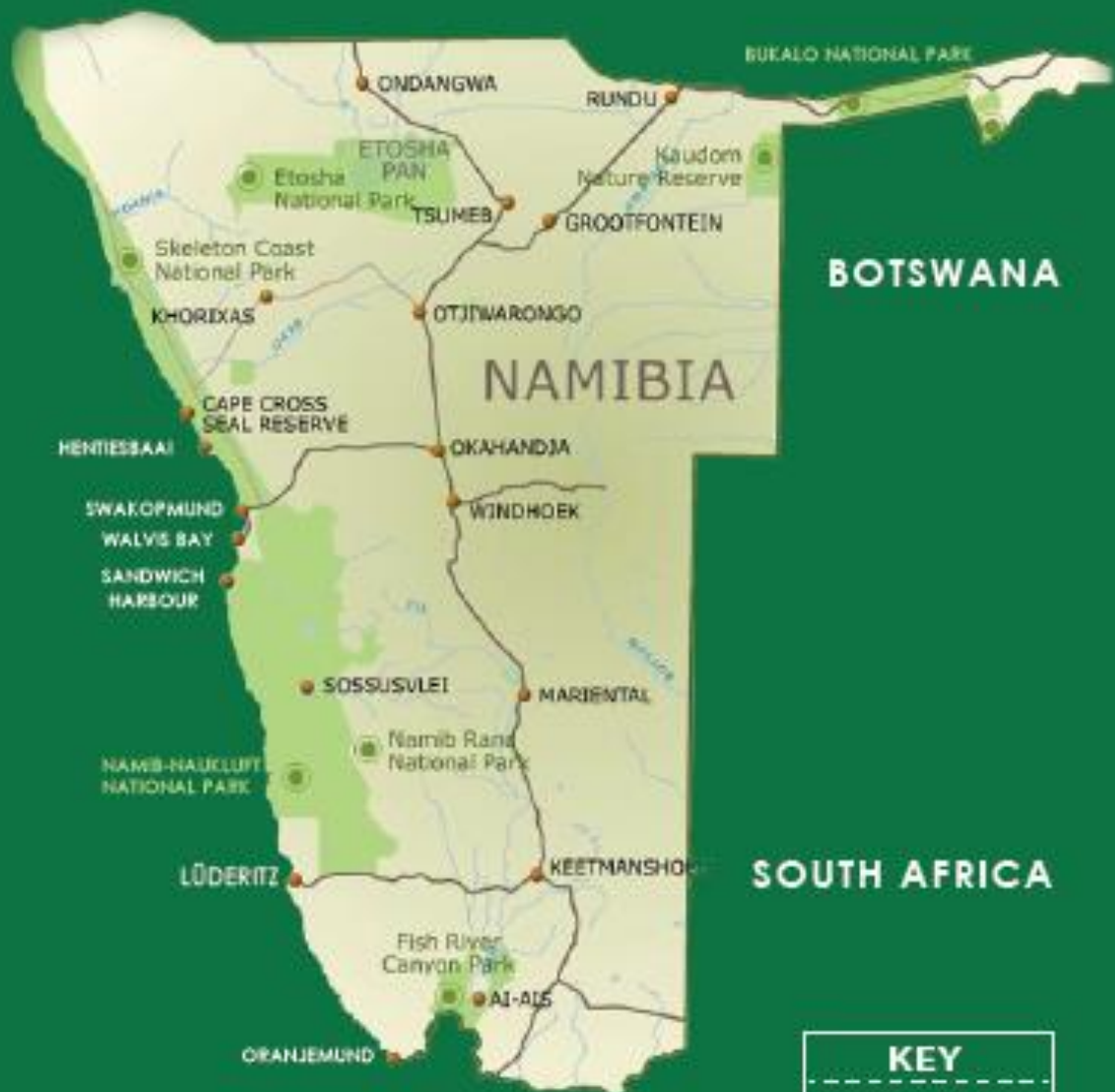


T&H	Tourism and Hospitality
TAN	Tourists Guides Association of Namibia
TASA	Tour and Safari Association of Namibia
TOT	Training of Trainers
TRENABA	Tourism Related Namibian Business Association
TUCSIN	The University Centre for Studies in Namibia
UNAM	University of Namibia
UNDP	United Nations Development Program
UNESCO	United Nations Education, Scientific and Cultural Organisation
UNFPA	United Nations Population Fund
UNHCR	United Nations High Commission for Refugees
UNIC	United Nations Information Centre
UNICEF	United Nations Children's Fund
UTN	Urban Trust of Namibia
VET	Vocational Education and Training
VTCs	Vocational Training Centres
WFP	World Food Programme
WHO	World Health Organisation





ANGOLA



BOTSWANA

SOUTH AFRICA

KEY

- National Parks
- Cities & Towns