

VACANCIES 1:

TUTOR-MARKERS, MODERATORS, LANGUAGE EDITORS, SCHOOL-BASED STUDY SUPERVISORS & ONLINE FACILITATORS (ALL PART-TIME) FOR 2024-2025

- ALL APPLICANTS MUST COMPILE AN APPLICATION LETTER

The Namibian College of Open Learning is an educational institution established by an Act of Parliament that provides courses for adults and out-of-school youth. We are committed to providing wider access to quality educational services for our learners and other customers using a variety of open learning methods. The College invites applications from suitably qualified candidates to perform duties as ONLINE FACILITATORS, TUTOR-MARKERS, LANGUAGE EDITORS, SCHOOL BASED STUDY SUPERVISORS and MODERATORS ON A PART-TIME BASIS FOR THE TERTIARY PROGRAMMES LISTED BELOW:

1. CERTIFICATE IN LOCAL GOVERNMENT STUDIES (CLGS) NQF L4: (WINDHOEK & ONGWEDIVA)
2. CERTIFICATE IN BUSINESS AND ENTREPRENEURSHIP (CBE) NQF L5 (WINDHOEK)
3. CERTIFICATE IN COMMUNITY-BASED WORK WITH CHILDREN AND YOUTH (CWCY) NQF L4: (WINDHOEK, ONGWEDIVA, RUNDU & KATIMA)
4. CERTIFICATE IN EDUCATION FOR DEVELOPMENT (CED) NQF L5: (WINDHOEK & ONGWEDIVA)
5. CERTIFICATE IN EARLY CHILDHOOD DEVELOPMENT (CECD) NQF L5: (WINDHOEK, RUNDU AND KATIMA & ONGWEDIVA)
6. DIPLOMA IN BUSINESS ENTREPRENEURSHIP (DBE) NQF L6: (WINDHOEK)
7. DIPLOMA IN EDUCATION FOR DEVELOPMENT (DED) NQF L6: (WINDHOEK & ONGWEDIVA)
8. DIPLOMA IN EARLY CHILDHOOD AND PRE-PRIMARY EDUCATION (DECPPE) NQF L7: (WINDHOEK, RUNDU AND KATIMA & ONGWEDIVA)
9. DIPLOMA IN YOUTH AND COMMUNITY DEVELOPMENT (DYCD) NQF L6: (WINDHOEK)
10. DIPLOMA IN COMMUNITY – BASED WORK WITH CHILDREN AND YOUTH (DWCY)NQF L6

CERTIFICATE IN LOCAL GOVERNMENT STUDIES (CLGS) NQF L4 NEW CURRICULUM	
1. English for General Communication – YEAR MODULE	6. Local Government Change and Diversity Management
2. Introduction to computers – YEAR MODULE	7. Practical Job Placement
3. Regional and Local Government in Namibia	8. Economics for Local Government Practitioners A & B
4. Regional and Local Government Management	9. Local Government Finance and Accounting A & B
5. Basic Community Development	
CERTIFICATE IN BUSINESS AND ENTREPRENEURSHIP (CBE) NQF L5	
1. English for General Communication (Year Module)	5. Business Environment
2. Introduction of Computers (Year Module)	6. Principles of Marketing
3. Introduction to Entrepreneurship	7. Final Project for Certificate
4. Introduction to Accounting	
CERTIFICATE IN COMMUNITY-BASED WORK WITH CHILDREN AND YOUTH (CWCY) NQF L4	
1. Personal and Professional Development,	4. Care and Support,
2. Human Rights Approaches,	5. Community Development,
3. Child and Youth Development,	6. Project
CERTIFICATE IN EDUCATION FOR DEVELOPMENT (CED) NQF L5	
1. English for General Communication (Year Module)	6. Theory and Practice of Community Development,
2. Introduction to Computers (Year Module)	7. Project Development and Management.
3. Development Studies,	8. Applied Basic Mathematics 2
4. Theory and Practice of Adult Learning,	
5. Applied Basic Mathematics 1	
CERTIFICATE IN EARLY CHILDHOOD DEVELOPMENT (CECD) NQF L5	
1. English for general Communication – Year module	7. Nutrition and Health care
2. Computer literacy	8. Child Development
3. Early Childhood Development within the Namibian Context	9. A Practicum one
4. The Child and the Educarer	10. Pedagogy
5. Physical Resources and Information Management	11. Learning Areas Part A
6. Hygiene and Safety	12. Learning Areas Part B
	13. B Practicum two
DIPLOMA IN BUSINESS AND ENTREPRENEURSHIP (DBE) NQF L6	
1. Human Resources	6. Management Accounting
2. Business Communications	7. Business Information Systems
3. Organizational Behavior	8. Diploma Major Project
4. Risk Management	
5. Principles of Management	

DIPLOMA IN EDUCATION FOR DEVELOPMENT (DED) NQF L6	
1. English for General Communication (Year Module)	11. Youth Development, Family and Social Projects
2. Introduction to Computers (Year Module)	12. Income Generation and Entrepreneurial Development
3. Foundations of Adult Education	13. Principles of Research, Monitoring and Evaluation Programmes
4. Teaching Basic Literacy and Numeracy Skills	14. Teaching Methods of Adult Education (Year Module)
5. Introduction to Community Development	15. Work Attachment (Year Module)
6. Health Education	16. Adult Education for Development and Social Change
7. Introduction to Sustainable Development	17. Management of Community and Adult Education Projects
8. Planning and Development of Community and Adult Education Projects	18. Environmental and Population Education
9. Introduction to Youth Development	19. Research, Monitoring and Evaluation of Programmes
10. Gender in Adult Education and Community Development	
DIPLOMA IN EARLY CHILDHOOD AND PRE-PRIMARY EDUCATION (DECPPE) NQF L7	
1. English for General Communication (Year Module)	5. Environmental Learning A & B
2. Introduction to Computers (Year Module)	6. Educational Resources
3. Mother Tongue Literacy and Development A & B (English Mother Tongue A & B, Oshindonga, Mother Tongue A & B, Oshikwanyama Mother Tongue A & B, Otjiherero Mother A & B, Khoekhoegowab Mother Tongue A & B, Afrikaans Mother Tongue A & B, Rumanyo Mother Tongue A & B, Silozi Mother Tongue A & B and Rukwangali Mother Tongue A & B)	7. Physical Development for ECE A & B
4. Numeracy and Mathematics for ECE A & B	8. Workplace Learning Phase 1, 2 & 3
	9. Inclusive Education 3A & 3B
	10. Integrated Arts A & B
	11. Education Management A & B
	12. English Second Language
	13. Professional Development
DIPLOMA IN YOUTH AND COMMUNITY DEVELOPMENT (DYCD) NQF L6	
1. Commonwealth Values in Youth Development	9. Policy, Planning and Implementation
2. Young People and Society	10. Conflict Resolution strategies and skills
3. Principles and Practice of Youth in Development Work	11. Promoting Enterprise and Economic Development
4. Working with People and their Communities	12. Youth and Health
5. Gender and Development	13. Sustainable Development and Environmental Issues
6. Management Skills	14. Orphans and Vulnerable Children Programme Management and Policy Development
7. Learning Process	15. Psychosocial Support of Orphans and Vulnerable Children
8. Project Planning, Monitoring and Evaluation	
DIPLOMA IN COMMUNITY – BASED WORK WITH CHILDREN AND YOUTH (DWCY)NQF L6	
1. Personal and Professional Development	8. Service Learning Project
2. Child and Youth Development	9. Communication Skills
3. Child and Youth Rights and Safety	10. Entrepreneurship
4. English for General Communication (year Module)	11. Community Based PSS Intervention Strategies
5. Introduction to Computer (year Module)	12. Social Services Workforce
6. Care and Support	13. Leadership and Project Management
7. Community Development	14. Research Methods

Requirements:

- A Master Degree, plus two (2) years' experience in the relevant discipline; OR Honours Degree plus three (3) years' experience in the relevant discipline.
- Background in the field of open and distance education.
- Excellent command of the English Language.
- Proficiency in Computer Literacy.

Responsibilities:

i) Tutor Markers

- Setting assignments and examination papers.
- Marking assignments and examination scripts.
- Conducting face-to-face sessions during workshops.
- Attending training workshops in Windhoek, Ongwediva, Katima Mulilo and Rundu.

ii) Moderators

- Moderating marked assignments and examination scripts.
- Moderating set assignments and examination papers.

iii) Language Editors

- Proofreading and editing of the print-based/electronic-based content to the satisfaction and approval of NAMCOL.

iv) Facilitators

- Promoting community learning opportunities.
- Engaging with students to present open questions.
- Weaving together discussions and stirring the discussions forward to develop and deepen the student's learning and social learning skills.
- Grading and providing feedback manually and/or online.

iv) SBS Supervisors

- (The applicant should indicate his/her region, constituency, and towns/villages where they are currently based in his/her application) There is no limit of positions, as long as the applicant lives within the boundary of Namibia.

For the tutor-marker position, only applicants residing in Windhoek, Oshakati, Ondangwa, Ongwediva, Rehoboth, Katima Mulilo, Rundu and Okahandja will be considered for these positions. The College offers attractive remuneration. Interested applicants who meet the minimum requirements of these positions must provide resumes and cover letters highlighting their professional background.

The documentation in support of the application should contain the following:

- Certified copies of all educational and professional qualifications.
- Work Permit (If not a Namibian citizen).
- Names and contact details of at least two Referees.

Please apply in writing to:

The Manager: Admissions and Student Support, Head Office,
Private Bag 15008, Katutura, Windhoek.

Telephone enquiries:

(061) 320 5281/5343/5352/5370/5353

Persons with disabilities, women and persons from marginalized communities are encouraged to apply. Only short-listed candidates will be contacted. No documents will be returned and no faxed/emailed applications will be accepted. While we appreciate the interest of all applicants, those who have not been contacted by 30 October 2023, should consider their applications unsuccessful.

Due Date: 06 October 2023

VACANCIES 2:

TUTOR-MARKERS, MODERATORS, LANGUAGE EDITORS, SCHOOL-BASED STUDY SUPERVISORS & ONLINE FACILITATORS (ALL PART-TIME) FOR 2024-2025

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1. DIPLOMA IN SIGN LANGUAGE INTERPRETING (DSL) NQF L6: (WINDHOEK ONLY)
2. BACHELOR OF ARTS IN YOUTH AND COMMUNITY DEVELOPMENT (BAYCD) NQF L 7: (WINDHOEK)
3. BACHELOR IN EARLY CHILDHOOD AND JUNIOR PRIMARY EDUCATION (BECJPE) NQF L7: (WINDHOEK, RUNDU, KATIMA AND ONGWEDIVA)
4. BACHELOR OF EDUCATION (HONORS) IN EARLY CHILDHOOD DEVELOPMENT AND PRIMARY EDUCATION (B.ED. (HONS) ECD/PPE): (WINDHOEK, RUNDU, KATIMA AND ONGWEDIVA)
5. BACHELOR OF BUSINESS AND ENTREPRENEURSHIP (BBE): (WINDHOEK AND ONGWEDIVA)
6. POST GRADUATE DIPLOMA IN OPEN SCHOOL OPERATIONS AND MANAGEMENT (PDOSOM) – OFFERED FULLY ONLINE NQF L8
7. MASTER OF ARTS IN YOUTH AND COMMUNITY DEVELOPMENT(MAYCD) NQF L9 -OFFERED STRICTLY ONLINE

BACHELOR OF ARTS: YOUTH AND COMMUNITY DEVELOPMENT (BAYD) NQF L 7	
1. English for General Communication (Year Module)	13. Sociology of Youth
2. Introduction of Computers (Year Module)	14. English for Academic Purposes
3. Learning Processes – Part A	15. Youth and Sustainable Development
4. Introduction to Theory and Practice of Youth Development	16. Youth Entrepreneurship and Innovation
5. Introduction to Sociology	17. Developmental Psychology
6. Management and Leadership Skills for Youth Work	18. Youth Advocacy: Principles and Tools
7. Working with Youth in Community and Organizational Settings	19. Youth Advocacy: ICTs in Youth Work
8. Youth Health Safety and Well-being	20. Youth Development Work: Networks, Partnerships and Resources
9. Contemporary Issues in Youth Development	21. Introduction to Social Research -PART A
10. Personal and Professional Development	22. Supporting Youth in Grief and Trauma
11. Learning Processes – PART B	23. Peace, Conflict Resolution and Mediation
12. Youth Governance, Transparency and Participation	24. Strategic Planning and Programme Management
	25. Introduction to Social Research
	26. Work Intergraded Learning
POST GRADUATE DIPLOMA IN OPEN SCHOOL OPERATION AND MANAGEMENT (PDOSOM) – OFFERED FULLY ONLINE NQF L8	
1. Foundations, History and Evolution of ODL and Open Schooling	4. Course Delivery and Student Management
2. Open Schools Systems and Models	5. Student and Facility Support in Open Schools
3. OER Design, Development and Publication	6. Open School Management
	7. Research Project
DIPLOMA IN SIGN LANGUAGE INTERPRETING – FACE-TO-FACE NQF L6	
1. Principles of Sign Language Interpreting	4. Principles of Sign Language Interpreting B
2. Namibian Sign Language Acquisition: Language Development A	5. Namibian Sign Language Acquisition: Language Development B
3. NSL Linguistics	6. Deaf Culture
BACHELOR OF EDUCATION (HONS) EARLY CHILDHOOD DEVELOPMENT & PRE-PRIMARY EDUCATION	
1. Life-long Learning	6. Language and Literacy Development
2. Child Psychology	7. Leadership and Management
3. Curriculum, Pedagogy and Assessment Studies	8. Diversity and Inclusive Education
4. Health and Safety in Early Childhood Education	9. Diversity and Inclusive Education
5. Academic Writing	10. Teaching as a profession
BACHELOR OF BUSINESS AND ENTREPRENEURSHIP (BBE)	
1. English for General Communication	8. Human Resources Management
2. Introduction to Computer	9. Designing Thinking Intervention Process
3. Introduction to Entrepreneurship	10. Prototype Process Design 1
4. Introduction to Business Accounting	11. Business Information Systems
5. Principles of Marketing YEAR	12. Risk Management
6. Business Communication	13. Principles of Management
7. Introduction to Business Accounting	14. Management Accounting

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BACHELOR OF BUSINESS AND ENTREPRENEURSHIP (BBE) CONTINUED	
15. Business Environment	22. Financial Management
16. Management Accounting	23. Business Law
17. Enterprise Mentoring, Coaching and Consulting	24. Managing Business Projects
18. Prototype Process Design 2	25. Entrepreneurial Innovation Systems
19. Business Research Practices	26. Stage Three Prototype Design
20. Team Management	27. Work Integrated Learning
21. Strategic Planning	
BACHELOR OF EDUCATION IN EARLY CHILDHOOD AND JUNIOR PRIMARY EDUCATION	
1. Religious and Moral Education	17. Namibian Language as a Medium of Instructions: English Mother Tongue, Oshindonga Mother Tongue, Oshikwanyama Mother Tongue, Afrikaans Mother Tongue, Otjherero Mother Tongue, Silozi Mother Tongue, Rumanyo Mother Tongue, Rukwangali Mother Tongue , Khoekhoegowab Mother Tongue Educational Practice 1A
2. English Language Competence I Basic User	18. Mathematics & Numeracy Education (Grade 1-3)
3. Basic Mathematics for Early Childhood and Development / Junior Primary Educators I	19. Literacy & Language Education (Grade 1-3)
4. Introduction to Computers (Year Module)	20. Physical Development and Motor Skills (Grade 1-3)
5. Integrated Creative and Visual Arts	21. Educational Practice 1B
6. Integrated Environmental Awesome Early Childhood Development	22. Holistic Child Development Milestones and Needs
7. English Language Competence II (Independent User)	23. Inclusive Education for Child Development and Learning Challenges
8. Professional and Educational Orientation	24. Numeracy Intervention
9. Basic Math for Early Childhood Development/Junior Primary Educators II	25. English Language Competence III
10. Integrated Music and Drama Development	26. Project-Based Learning
11. Integrated Environmental Education Junior Primary Education	
12. Theories of Learning in Early Childhood and Junior Primary Education (Western and African Perspective)	
13. Pre-Numeracy Development Early Childhood Development	
14. Pre-Literacy and Language Development Early Childhood Development	
15. Physical Language and Motor Skills Early Childhood Development	
16. English as a Second Language (Year Module)	
MASTER OF ARTS IN YOUTH AND COMMUNITY DEVELOPMENT	
1. Academic Writing for Postgraduate Students	7. Contemporary Approaches to Management, Leadership and Enterprise
2. Critical Perspective in Youth Work and Community Development	8. Thesis (supervisors)
3. Social Research Practices	
4. Psychosocial Support: Building an Inclusive Society	
5. Principles of Designing, Planning and Implementing Youth and Community Development Projects	
6. Contemporary Personal and Professional Development	

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