

# VACANCY



The Namibian College of Open Learning is an educational institution established by an Act of Parliament which 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.

**NAMCOL IS AN EQUAL OPPORTUNITY EMPLOYER AND INVITES SUITABLE CANDIDATES TO APPLY FOR THE FOLLOWING VACANCY**

<b>POSITION:</b>	<b>PROGRAMME DEVELOPER: AFRICAN LANGUAGES</b>
<b>DIRECTORATE:</b>	<b>CURRICULUM &amp; MATERIAL DEVELOPMENT</b>
<b>REPORT TO:</b>	<b>MANAGER: OPEN SCHOOLING</b>
<b>DUTY STATION:</b>	<b>WINDHOEK, KATUTURA (HEAD OFFICE)</b>
<b>PATERSON JOB GRADE</b>	<b>D2</b>

## **JOB PURPOSE:**

The Programme Developer: African Languages is responsible for the development, coordination and revision of Distance Education courseware.

## **KEY PERFORMANCE AREAS**

- Recruiting Course Teams;
- Training Course Teams and Tutors;
- Planning the Development/Revision of Courseware;
- Developing/Revising Courseware;
- Representing NAMCOL on External Forums.

## **REQUIREMENTS**

- A recognized Honours Degree in Education;
- At least four (4) years of relevant work experience of which two (2) years are in Open Distance eLearning (ODeL);
- At least fluent in two (2) Namibian African Languages;
- A code BE Driver's license valid in Namibia.

## **KNOWLEDGE:**

- Knowledge and expertise in distance education curriculum and material development, illustrations and instructional design, both print and online resources;
- Design of multimedia learning resources and web-based course management;
- Knowledge of ODL and eLearning methodologies.

The document in support of the application should contain the following;

- Certified copies of educational and professional qualifications;
- Names and contact details of three (3) referees

## **NB: Foreign qualifications must be accredited by NQA**

The College offers attractive remuneration supplemented by fringe benefits. Interested individuals meeting the requirements of this position, particularly women, persons with disabilities and from marginalised communities are encouraged to apply by submitting a résumé and cover letter highlighting their professional background.

No email applications will be accepted.

Please apply in writing to: NAMCOL Head Office, The Human Resources Officer, Private Bag 15008 ,Katutura, Windhoek

**Telephone enquiries: (061) 320 5238/5343**

Kindly note only shortlisted candidates will be contacted. While we appreciate the interest of all applicants those who have not been contacted by 29 February 2024 should consider that there will be no follow-up on their applications.

The closing date for applications is: **21 November 2023 at 13h30.**



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<b>POSITION:</b>	<b>ACCOUNTANT</b>
<b>DIRECTORATE:</b>	<b>FINANCE, HR &amp; ADMINISTRATION</b>
<b>REPORT TO:</b>	<b>MANAGER: FINANCE &amp; ADMINISTRATION</b>
<b>DUTY STATION:</b>	<b>WINDHOEK, KATUTURA (HEAD OFFICE)</b>
<b>PATERSON JOB GRADE:</b>	<b>C4</b>

## **JOB PURPOSE:**

The Accountant provides efficient and effective accounting and financial services and conformance to reporting and procedural standards.

## **KEY PERFORMANCE AREAS**

- Management and Reconciliation of Cash Books;
- Administration of Creditors and Claimants;
- Administration of Staff and Management Payrolls;
- Reconciliation of Enrolment Fees;
- Reconciliation of General Ledger Accounts;
- Maintenance of Project Accounts;
- Maintenance of Fixed Assets and Stock;
- Administration of Taxes;
- Administration of Students and Accounts Receivable Debtors.

## **REQUIREMENTS**

- A Bachelor's Degree in Accounting and Finance or relevant discipline;
- At least four (4) years of relevant work experience.

## **KNOWLEDGE:**

- IFRS, GAAP, IAS, Namibia Legislations (Labour Act, Income Tax Act, Pension Fund Act, Procurement Act).
- Financial software tools, regulatory compliance, analytical, communication, problem-solving, and interpersonal skills. Attention to detail, time management, leadership and team management, ethical standards, customer service, honest, loyalty, integrity and confidentiality.

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<b>POSITION:</b>	<b>SENIOR HUMAN RESOURCES PRACTITIONER</b>
<b>DIRECTORATE:</b>	<b>FINANCE, HR &amp; ADMINISTRATION</b>
<b>REPORT TO:</b>	<b>MANAGER: HUMAN RESOURCES</b>
<b>DUTY STATION:</b>	<b>WINDHOEK, KATUTURA (HEAD OFFICE)</b>
<b>PATERSON JOB GRADE</b>	<b>C3</b>

## **JOB PURPOSE:**

The Senior Human Resources Practitioner is responsible for effectively and efficiently implementing all human resources functions.

## **KEY PERFORMANCE AREAS**

- Recruitment and Selection;
- Remuneration and Benefits Administration;
- Training and Development;
- Employee Relations;
- Health, Safety and Employee Wellness;
- Administration, Reporting and Supervision;
- Human Resources Information Management System (HRIMS).

## **REQUIREMENTS**

- A recognized Bachelor Degree in Human Resources, Industrial Psychology or equivalent;
- At least four (4) years of relevant work experience;
- **Health & Safety qualification & experience will be an added advantage;**
- A code BE Driver's license valid in Namibia.

## **KNOWLEDGE:**

- Relevant Namibia legislations (Labour Act, Social Security Act, Workman's Compensation Act, Income Tax Act, Pension Fund Act, Procurement Act, Affirmative Act), Payroll administration, Record management, relevant policies and procedures, Integrated Tertiary System (ITS).
- Planning, organizing, interviewing, negotiation, decision making, communication, and report writing skills. Interpersonal relations, confidentiality, and customer services.

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<b>POSITION:</b>	<b>REGIONAL MANAGER: NORTH-EASTERN</b>
<b>DIRECTORATE:</b>	<b>NORTH EASTERN REGIONAL OFFICE</b>
<b>REPORT TO:</b>	<b>CHIEF EXECUTIVE OFFICER</b>
<b>DUTY STATION:</b>	<b>RUNDU</b>
<b>PATERSON JOB GRADE</b>	<b>D4</b>

## **JOB PURPOSE:**

The Regional Manager is responsible for the promotion and implementation of NAMCOL programmes and services, management of human, financial and physical resources, provision of effective student support services, performing marketing functions as well as engaging stakeholders in the region.

## **KEY PERFORMANCE AREAS**

- Human and Physical Resources Management;
- Financial Administration;
- Student Support;
- Marketing and Liaison;
- Risk Management;
- Research;
- Planning, Executing and Reporting.

## **REQUIREMENTS**

- A recognized Master's Degree in Education, Education Management, Business Administration or related discipline,
- At least seven (7) years of relevant work experience in ODL of which three (3) years should have been at Management level;
- A code BE Driver's license valid in Namibia.

## **KNOWLEDGE:**

- Knowledge of the Namibian Education Sector, NAMCOL Act, Public Enterprise Governance Act, Regulatory Authority within the education sector, open and distance learning and/or adult education and Procurement Act.
- People, financial and project management, leadership and development, relationship and stakeholder management, ability to understand complex environment and interrelations, ability to understand the strategic direction of the College. Reliable, goal-driven, emotionally matured, strategic, business savvy, student-centred and change oriented.

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