

# 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 VACANCY**

POSITION:	MANAGER: ADMISSIONS AND STUDENT SUPPORT
DIRECTORATE:	STUDENT SUPPORT
REGION:	NAMCOL HEAD OF OFFICE
DUTY STATION:	WINDHOEK, KATUTURA (HEAD OFFICE)
REPORT TO:	DIRECTOR: STUDENT SUPPORT
PATERSON JOB GRADE:	D3

## JOB PURPOSE

The Manager: Admissions and Student Support is responsible for the development and management of the student support strategies and services. Furthermore, the position ensures that the student support provision, systems and services comply with the statutory requirements and regulations.

## KEY PERFORMANCE AREAS

- Developing Policies, Systems and Procedures;
- Managing Student Admissions and Registrations;
- Managing Development of Formative Assessments;
- Recruitment of Students and Staff;
- Managing Human, Financial Resources and Implementation of Activities of the division;
- Stakeholder Engagement and Marketing;
- Planning, Budgeting and Reporting.

## REQUIREMENTS

- Master's degree in Education or Adult Education or related field;
- At least four (4) years of relevant work experience of which two (2) years in ODeL;
- A code BE Driver's license valid in Namibia.

## KNOWLEDGE

NAMCOL Act 1 of 1997, Education Act 16 of 2001, NQA and National ODL policies. Sound communication, numerical, analytical, interpersonal and organisational skills. Accurate, meticulous, assertive, creative, innovative, problem-solving and ability to work under pressure and in a team.

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 certified by NQA

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

Please apply in writing to: Human Resources Division, Private Bag 15008 ,Katutura, Windhoek or Hand deliver at NAMCOL Head Office, Jetu Jama Campus, Independence Avenue, Katutura, Windhoek.

No email applications will be accepted. Kindly note only shortlisted candidates will be contacted.

Telephone enquiries: (061) 320 5238/5343

Closing date: **Tuesday, 09 April 2024 at 16h00**



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[www.namcol.edu.na](http://www.namcol.edu.na)



TAKING EDUCATION TO THE PEOPLE