

VACANCIES



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 VACANCIES

POSITION: 2 X RESEARCH, MONITORING AND EVALUATION COORDINATORS
DIVISION: STRATEGY, RESEARCH AND QUALITY ASSURANCE (SRQA)
DUTY STATION: WINDHOEK, KATUTURA (HEAD OFFICE)
PATERSON JOB GRADE: D1

The position reports to **MANAGER: RESEARCH, DEVELOPMENT AND QUALITY ASSURANCE**

JOB PURPOSE

The Research, Monitoring and Evaluation Coordinator is responsible for carrying out a range of research, monitoring and evaluation functions. This position will involve collaboration with staff across various directorates, regions and external research partners.

KEY PERFORMANCE AREAS

- Research, Monitoring and Evaluation;
- Research Capacity Building of Staff;
- Planning, Reporting & Budgeting
- Administrative Support

REQUIREMENTS

- A recognised Bachelor's Degree in Statistics, Social Science or related discipline;
- At least four (4) years of relevant experience;
- A code BE Driver's License valid in Namibia

KNOWLEDGE, SKILLS, ATTRIBUTES

- Statistical software packages, Research Methodologies and Monitoring & Evaluation; Data Management, Qualitative and Quantitative Analysis, Project Management: Reporting Standards and Ethics in Research.
- Strong analytical, critical thinking, excellent written and verbal communication and presentation skills; Ability to work independently, manage multiple tasks and attention to detail and sound interpersonal relations.

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

- Cover letter highlighting professional background and a résumé /CV;
- Certified copies of educational and professional qualifications;
- Full names and contact details of three (3) referees.

NB: Foreign qualifications must be accredited by Namibia Qualifications Authority (NQA).

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

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

OR

By hand delivery: **Human Resources Division, Block B: Finance, Human Resources & Administration, Jetu Jama Campus, Independence Avenue, Katutura**

Telephone enquiries: (061) 320 5343/5235/5260/5263

Kindly note that only shortlisted candidates will be contacted. While we appreciate the interest of all applicants, if you do not head from us by 31 October 2024, please consider that your application unsuccessful.

No email applications will be accepted.

The closing date for applications is: **25 September 2024 at 16h30.**



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www.namcol.edu.na



TAKING EDUCATION TO THE PEOPLE