

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:	2 X FIXED TERM ACCOUNTANTS
DIRECTORATE:	FINANCE, HUMAN RESOURCES AND ADMINISTRATION
DUTY STATION:	WINDHOEK, KATUTURA (HEAD OFFICE)
REPORT TO:	HEAD: FINANCE, HUMAN RESOURCES AND ADMINISTRATION

JOB PURPOSE:

Provide efficient and effective accounting and financial services and conformance to reporting and procedural standards

KEY PERFORMANCE AREAS:

- Administration and Reconciliation of Accounts Receivable
- Maintain Student Debtors Accounts
- Administration of Creditors invoices and Claimants
- Reconciliation Enrolment Fees
- Provide data for financial reporting
- Maintenance of Fixed Assets
- Administration of Taxes

REQUIREMENTS:

- 4 years Bachelor Degrees in Accounting and Finance or relevant discipline
- least 3 years of appropriate experience
- Knowledge in the ITS system will be an added advantage.

CONTRACT DURATION:

5 months (November to March 2026)
Fixed Term Basis

SKILLS AND ATTRIBUTES:

Accurate, meticulous, ability to work under pressure and in a team, sound communication skills, interpersonal skills, numerical skills, analytical skills and assertive.

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) references.

NB: Foreign qualifications must be certified by NQA

Kindly note only shortlisted candidates will be contacted.

Submission of CV must be hand delivered at the NAMCOL Head Office Reception. **ONLY HAND DELIVERED SUBMISSIONS WILL BE ACCEPTED.**

The closing date for applications is: **MONDAY, 27 October 2025, 16h00**



NAMCOL

Visit our website

www.namcol.edu.na



TAKING EDUCATION TO THE PEOPLE