

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.

NAMCOL invites qualified candidates to apply for the following position.

POSITION:	HEAD OF CENTRE PART-TIME
REGION:	NORTH EASTERN REGION
DUTY STATION:	NGWEZE PS, BRENDAN SIMBWAYE PS, CAPRIVI SS, NKURENKURU SS, RUNDU SS, ELIA NEROMB SS, ROMANUS KAMUNOKO SSS, NGWEZE SS, DR. ROMANUS KAMPUNGU SS, DIVUNDU CS, PETE RUNDU
REPORT TO:	AREA COORDINATOR

JOB PURPOSE:

The Head of Centre is responsible for managing and administrating NAMCOL's programmes and activities at the designated centre.

KEY PERFORMANCE AREAS:

- Manage centre enrolment in accordance with NAMCOL's policies
- Participate in the local information campaign to promote NAMCOL programmes
- Conducting and overseeing tutoring and administrative tasks
- Administering all centre operations and producing reports
- Collect fees on behalf of NAMCOL and general centre administration

REQUIREMENTS:

- Teacher Grade 9 or 8: plus three (3) years of teaching experience,
- A qualification in the field of Education
- At least 3 years or more experience as a NAMCOL Tutor
- Must be working at that particular school as a full-time staff member

KNOWLEDGE:

Training in the field of education, innovative, motivated, ability to work under pressure, ability to work independently and in team, good interpersonal relations, initiative, critical thinker and good planner.

Application and documents must be hand delivered or couriered to the Regional Office in Rundu and or the Sub-regional Office in Zambezi Region .

Enquiry: Mr E.Adriano at TEL: 061 320 5551
Ms. Hilda Sinyepe TEL: 066 253 065

Kindly note only shortlisted candidates will be contacted. **(NB: only Teachers working at that particular school will be considered)**

The closing date for applications is: **FRIDAY, 31 OCTOBER, 16h00**



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POSITION: HEAD OF CENTRE PART-TIME
REGION: NORTHERN REGION
DUTY STATION: ANDIMBA TOIVO YA TOIVO SSS, DAVID SHEEHAMA, EENGEDJO SS, EENHANA SS, GABRIEL TAAPOPI SS, HANS DANIEL NAMUHUJA SS, HAUDANO SS, IIPUMBU SS, MWAALA SS, NEHALE SS, NUUJOMA SS, OMUTHIYA IIPUNDI SS, ONDOBE SS, OMBUUMBU SS, ONGHA SS, OSHELA SS, PONHOPI SS, PUTUVANGA SS, SHAANIKA NASHILONGO SS, SHITUWA SS, ONGWEDIVA PETE
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Application and documents must be hand delivered or couriered to the Regional Office in Ongwediva. and or the Sub-regional Office in Omuthiya, Eenhana , Outapi and Opuwo.

Enquiry: Mr S.Ntinda , TEL: 061 320 5501

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POSITION:	HEAD OF CENTRE PART-TIME
REGION:	SOUTHERN REGION
DUTY STATION:	HAGE GEINGOB, KHOMAS HIGH SCHOOL, AUGUSTINEUM SS, CONCORDIA COLLEGE, A. SHIPENA, JAN JONKER AFRIKANER SSS, ACACIA HS, HIGHLINE HS, C.J. BRANDT HS, OKAHANDJA SS, PETE JETU JAMA , DANIE JOUBERT CS, REHOBOTH SS, KEETMANSHOOP KRONLEIN ,ORANJEMUND NAMDEB CENTRE, LUDERITZ JS, HOSEA KUTAKO CENTRE, GUSTAV KANDJII JSS, C// OASEB SSS, EPUKIRO POST SS, C.HEUVA HS
REPORT TO:	AREA COORDINATOR

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Application and documents must be hand delivered or couriered to the Regional Office in Windhoek, and Sub-regional Office in Keetmanshoop, Gobabis (Hosea Kutako campus).

Enquiry: Mr. C.Samaria TEL: 061 320 5275

Mr. V. Kasiyana & Ms. E.T. Nsinano TEL: 061-320 5386/320 5307

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POSITION: HEAD OF CENTRE PART-TIME
REGION: CENTRAL REGION
DUTY STATION: PARETIS SS, FRIDRICH AWASEB, OKAKARARA, DUINESIG HS, COASTAL HS, OTJIKOTO SS, KUISEBMUND SS, CORNELIUS GORESEB, S. I. GOBS, ATLANTIC JSS, OTJIWARONGO PETE.
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KNOWLEDGE:

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Application and documents must be hand delivered or couriered to the Regional Office in Otjiwarongo/ and or the Sub-regional Office in Walvisbay

Enquiry:

Ms. Justine Kazao TEL: 067 304 358
Mr. U.Hummel TEL: 064 205 990
Mr. J. Lubasi TEL: 067 304 358

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NAMCOL IS AN EQUAL OPPORTUNITY EMPLOYER AND INVITES SUITABLE CANDIDATES TO APPLY FOR THE VACANCIES BELOW: Contract Duration 12th January 2026 - 20th February 2026

Duty Stations		Position - Enrolment Officers
Southern Region	Windhoek	16
	Gobabis	1
	Keetmanshoop	1
Duty Stations		Position - Enrolment Officers
Northern Region	Outapi	1
	Eenhana	1
	Omuthiya	1
	Opuwo	1
	Ongwediva	4
Duty Stations		Position - Enrolment Officers
North-Eastern Region	Rundu	6
	Katima Mulilo	3
Duty Stations		Position - Enrolment Officers
Central Region	Walvis Bay	3
	Otjiwarongo	2

JOB PURPOSE:

The Enrolment Officer has the primary responsibility for coordinating the learner enrolment process through the distance learning mode at NAMCOL Head Office, its Regional and Sub-Regional Offices. The Enrolment Officer shall assist with logistical arrangements and processing for the enrolment of learners in general.

REQUIREMENTS:

- A three- year Diploma /Degree in Office Administration/ Business Management/Information Systems /Records Management/Education
- Prior experience in managing registration or enrolment processes, elections, or similar large-scale administrative activities using computerized information systems will be an added advantage.
- Strong leadership ability will be an added advantage
- Computer literate

All applicants are expected to demonstrate the ability to work under pressure, both independently and as part of a team, with strong interpersonal and communication skills. They should possess good organizational and time management abilities, a high level of accuracy and attention to detail, customer service orientation, as well as integrity and the ability to maintain confidentiality.

The application must be accompanied by the following documents:

- An application letter with a clear indication of the position and town for which application is submitted.
- Certified copies of educational qualifications;
- Resume/CV
- Names and contact details of three (3) references.

NB: Foreign qualifications must be certified by Namibia Qualification Authority (NQA)

The College offers attractive remuneration. Interested individuals meeting the requirements of this position, particularly persons with disabilities and from marginalised communities are encouraged to apply.

Scan the QR code to complete your online application.

Telephone enquiries:

Southern Region (061) 320 5236
North-Eastern Region (061) 320 5554

Northern Region (061) 320 5501
Central Region (067) 304 358

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Duty Stations		Position-Data Capturers
Southern Region	Windhoek	40
	Gobabis	2
	Keetmanshoop	2
Duty Stations		Position-Data Capturers
Northern Region	Outapi	2
	Eenhana	2
	Omuthiya	2
	Opuwo	2
	Ongwediva	27
Duty Stations		Position-Data Capturers
North-Eastern Region	Rundu	11
	Katima Mulilo	6
Duty Stations		Position-Data Capturers
Central Region	Walvis Bay	9
	Otjiwarongo	6

JOB PURPOSE:

The Data Capturers are responsible for extracting information from the enrolment form and converting it into data readable by a computer.

REQUIREMENTS:

- A three- year Diploma/ Degree in Office Administration/ Business Management/Information Systems /Records Management/ Data Management / Education or related fields.
- Prior experience in capturing or processing information for enrolment, elections, or similar administrative functions will be an added advantage.
- Computer literate.

All applicants are expected to demonstrate the ability to work under pressure, both independently and as part of a team, with strong interpersonal and communication skills. They should possess good organizational and time management abilities, a high level of accuracy and attention to detail, customer service orientation, as well as integrity and the ability to maintain confidentiality.

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Duty Stations		Position-Cashiers
Southern Region	Windhoek	16
	Gobabis	1
	Keetmanshoop	1
Duty Stations		Position-Cashiers
Northern Region	Outapi	1
	Eenhana	1
	Omuthiya	1
	Opuwo	1
	Ongwediva	5
Duty Stations		Position-Cashiers
North-Eastern Region	Rundu	6
	Katima Mulilo	3
Duty Stations		Position-Cashiers
Central Region	Walvis Bay	3
	Otjiwarongo	2

JOB PURPOSE:

The Cashier is responsible for processing financial transactions in a variety of payments whether cash or with a debit-, or credit card and issues receipts after completion of the process.

REQUIREMENTS:

- A three-year Diploma /Degree in Finance and Accounting or Commerce
- Prior experience in handling financial transactions, reconciliations, and managing payments will be an added advantage.
- Computer literate

All applicants are expected to demonstrate the ability to work under pressure, both independently and as part of a team, with strong interpersonal and communication skills. They should possess good organizational and time management abilities, a high level of accuracy and attention to detail, customer service orientation, as well as integrity and the ability to maintain confidentiality.

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Duty Stations		Position-Material Distributors
Southern Region	Windhoek	16
	Gobabis	1
	Keetmanshoop	1
Duty Stations		Position-Material Distributors
Northern Region	Outapi	1
	Eenhana	1
	Omuthiya	1
	Opuwo	1
	Ongwediva	5
Duty Stations		Position-Material Distributors
North-Eastern Region	Rundu	6
	Katima Mulilo	3
Duty Stations		Position-Material Distributors
Central Region	Walvis Bay	3
	Otjiwarongo	2

JOB PURPOSE:

The Material Distributor is responsible for the distribution of study materials by pulling orders from the proof of registration on the ITS stores

REQUIREMENTS:

- A three- year Diploma /Degree in Logistics and Supply Chain Management;
- Prior experience in materials distribution, stock control and logistical support will be an added advantage;
- Computer literacy

All applicants are expected to demonstrate the ability to work under pressure, both independently and as part of a team, with strong interpersonal and communication skills. They should possess good organizational and time management abilities, a high level of accuracy and attention to detail, customer service orientation, as well as integrity and the ability to maintain confidentiality.

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