

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 VACANCIES

POSITION:	PART-TIME STUDENT COUNSELLOR
DIRECTORATE:	DIVISION STUDENT SUPPORT SERVICES
DUTY STATION:	WINDHOEK, ONGWEDIVA, RUNDU, WALVIS BAY, OTJIWARONGO
REPORT TO:	STUDENT WELFARE COORDINATOR

JOB PURPOSE:

To provide comprehensive academic, personal, and career counselling to students enrolled in Open and Distance Learning (ODL) programmes. The Student Counsellor supports student success, retention, and well-being by delivering counselling and advisory services through digital platforms, identifying at-risk students through data monitoring, and implementing interventions that enhance student engagement and persistence in an online learning environment.

KEY PERFORMANCE AREAS:

Academic advising

- Provide academic advising to prospective and registered students on programme selection, course registration, and study pathways.
- Assist students in developing personalised study plans suited to distance learning environments.
- Monitor student academic progress and identify students who are academically at risk.
- Provide academic recovery plans for struggling students.
- Guide students on effective online learning strategies, time management, and independent study skills.

Online counselling, psychosocial support and student well-being

- Provide confidential counselling services addressing personal, emotional, and psychological issues affecting student learning.
- Conduct counselling sessions via online platforms such as video conferencing, telephone, and email.
- Provide guidance on stress management, motivation, and work-life-study balance.
- Ensure ethical and confidential handling of counselling cases.

Student retention and early intervention

- Use student data analytics (LMS activity, assessment submissions, participation data) to identify students at risk of dropping out.
- Implement early alert and intervention strategies.
- Follow up with inactive or disengaged students to re-engage them in their studies.
- Support institutional retention initiatives and student success programmes.

Career counselling and employability support

- Provide career counselling to help students align their academic programmes with career goals.
- Facilitate career development workshops such as CV writing, job search strategies, and interview preparation.
- Guide students in developing employability and lifelong learning skills.

Collaborate with academic and support units

- Work closely with academic departments, tutors, and programme coordinators to address student academic challenges.
- Collaborate with IT and eLearning teams to support students experiencing LMS challenges.
- Refer students to relevant support services such as disability services, financial aid, or health services when necessary.

Case management and documentation

- Maintain accurate records of counselling sessions and interventions.
- Track student support cases and follow up on unresolved issues.
- Prepare reports on counselling services, student concerns, and intervention outcomes.

Student engagement and outreach

- Develop initiatives to improve student engagement in the online learning environment.
- Communicate regularly with students through institutional communication platforms.
- Promote awareness of student support services.

Telephone enquiries: Ms. Museke 061 320 5244

The closing date for applications is: **30 APRIL 2026**



NAMCOL

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www.namcol.edu.na



TAKING EDUCATION TO THE PEOPLE