

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:	STUDENT SUPPORT OFFICER: ADMISSION
DIRECTORATE:	STUDENT SUPPORT SERVICES
DUTY STATION:	WINDHOEK, KATUTURA (HEAD OFFICE)
PATERSON JOB GRADE:	C4
REPORT TO:	MANAGER: ADMISSION AND STUDENT SUPPORT

JOB PURPOSE:

The Student Support Officer is responsible for the provision of student support and the administration of educational activities for Tertiary Programmes (TP).

KEY PERFORMANCE AREAS:

- Administration Student Admission; (TP)
- Arrangement of the Workshops;
- Administration of Assessment Activities;
- Student Support Services;
- Planning and Reporting

REQUIREMENTS:

- Degree in Education or Adult Education plus three (3) years appropriate experience OR
- Recognised Diploma in Education or Adult Education plus four (4) years' appropriate experience

KNOWLEDGE, SKILLS AND ATTRIBUTES:

- NAMCOL Act, Adult education, Tertiary programmes policies
- Sound verbal and written communication, interpersonal, numerical, analytical, problem-solving and skills. Innovativeness, accurate, meticulous, ability to work under pressure and in a team 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

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

INTERESTED CANDIDATES SHOULD APPLY BY SCANNING THE BELOW QR CODE

STRICTLY ONLY APPLICATIONS SUBMITTED THROUGH NIEIS WILL BE CONSIDERED. APPLICATIONS SUBMITTED VIA EMAIL OR HAND DELIVERY WILL NOT BE ACCEPTED.

Kindly note only shortlisted candidates will be contacted.

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

The closing date for applications is: **FRIDAY, 17 APRIL 2026**



NAMCOL

Visit our website

www.namcol.edu.na



TAKING EDUCATION TO THE PEOPLE