

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 VACANCIES

POSITION: GRADUATE INTERNS
REGION: KHOMAS
DUTY STATION: NAMCOL HEAD OFFICE - YETU YAMA CENTRE, WINDHOEK

1. STUDENT SUPPORT (SS)

REQUIREMENTS

- Candidates are required to hold a Bachelor's Degree in Education, an Honours Degree in Education, or a Diploma in Lifelong Learning and Community Education.
- Background in education and community.
- Proficiency in Computer Literacy.
- Graduate Intern who has not been employed before and is not currently employed.

RESPONSIBILITIES

- To provide administrative support to all activities of the Student Support Directorate.

2. STUDENT RECORD MANAGEMENT DIVISION (SRMD)

REQUIREMENTS

- Candidates are required to hold a Bachelor's Degree, an Honours Degree, or a Diploma in Information Technology (IT).
- Background in the IT field.
- Proficiency in Computer Literacy.
- Graduate Intern who has not been employed before and is not currently employed.

RESPONSIBILITIES

- To provide assistance in all administrative and technological duties in the Student Support Directorate.

3. RECORDS AND ARCHIVE DIVISION

REQUIREMENTS

- Candidates are required to hold a Bachelor's Degree, an Honours Degree, or a Diploma in Records and Archive.
- Background in the Records and Archive field.
- Proficiency in Computer Literacy.
- Graduate Intern who has not been employed before and is not currently employed.

RESPONSIBILITIES

- To provide support in all record management operations.

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

FOR ENQUIRIES CONTACT:

STUDENT SUPPORT: nepolo@namcol.edu.na
STUDENT RECORD MANAGEMENT: kaandala@namcol.edu.na
RECORDS AND ARCHIVES: noelvanwyk@namcol.edu.na
TECHNICAL SUPPORT CALL: 061 320 5231

Kindly note only shortlisted candidates will be contacted.

The closing date for applications is: **FRIDAY, 15 MAY, 17h00**



NAMCOL

Visit our website

www.namcol.edu.na



TAKING EDUCATION TO THE PEOPLE