

EXPRESSION OF INTEREST

ICT Short Course Facilitator (Part-Time)



1. BACKGROUND

The Namibian College of Open Learning (NAMCOL) is a state-owned institution mandated to provide open and distance learning opportunities to Namibians. Through its commercial division, NAMCOL Enterprise Development (NED), the College invites suitably qualified and experienced individuals to submit Expressions of Interest for appointment as Part-Time ICT Short Course Facilitators.

2. PURPOSE

NAMCOL is committed to building a pool of competent and industry-relevant facilitators to support the delivery of high-quality ICT short courses, including ICDL and CompTIA programmes. This Expression of Interest presents an opportunity for qualified professionals to contribute to skills development and digital transformation in Namibia.

3. SCOPE OF SERVICES

Successful candidates will be responsible for:

- Facilitating theoretical and practical ICT training sessions (face-to-face, online, or blended)
- Preparing training materials and lesson plans aligned with course outcomes
- Conducting assessments and providing academic support to students
- Maintaining accurate training records, attendance registers, and performance reports
- Supporting student recruitment and marketing of short courses
- Ensuring compliance with NAMCOL's policies and guidelines

4. REQUIRED DOCUMENTATION

Interested service providers must submit the following:

- Curriculum Vitae (CV)
- Certified copies of Qualifications and Certifications
- Brief cover letter indicating areas of expertise

5. SUBMISSION INSTRUCTIONS

Interested candidates are invited to submit their detailed Curriculum Vitae (CV), certified copies of qualifications and certifications, and a brief cover letter indicating areas of expertise to: Mr. Phillip Kambonde, Tel: +264 61 320 5218, via Email: f.kambonde@namcol.edu.na

Interested candidates are invited to submit their documents on or before **03 July 2026**.

6. MINIMUM REQUIREMENTS

Interested candidates should meet the following criteria::

- A relevant qualification in Information Technology, Computer Science, or a related field
- Certification in ICDL and/or CompTIA (A+, N+, Security+)
- Proven experience in ICT training
- Strong knowledge of computer applications, networking, and digital systems
- Excellent communication, presentation, and interpersonal skills
- Ability to deliver training in a flexible and learner-centred manner

7. ENQUIRIES

For more information or clarification, please contact:

Mr. Phillip Kambonde

Manager: Enterprise Development

Tel: +264 61 320 5218

Email: f.kambonde@namcol.edu.na

Closing Date and Time: Friday , 03 July 2026 at 16:00.



NAMCOL