

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 VACANCY

POSITION:	MANAGER: RESEARCH DEVELOPMENT AND QUALITY ASSURANCE
OFFICE:	OFFICE OF THE CHIEF EXECUTIVE OFFICER (CEO)
DUTY STATION:	WINDHOEK, KATUTURA (HEAD OFFICE)
REPORT TO:	SENIOR MANAGER: STRATEGY, RESEARCH AND QUALITY ASSURANCE
PATERSON JOB GRADE	D3

JOB PURPOSE:

The Manager: Research, Development and Quality Assurance is responsible for overseeing the research, development and quality assurance functions of the College.

KEY PERFORMANCE AREAS:

- Research, Monitoring and Evaluation;
- Managing Consultancies;
- Institutional Development;
- Quality Assurance;
- Networking and Partnerships;
- Planning, Executing and Reporting;
- Leadership and Management.

REQUIREMENTS:

Minimum Educational Qualifications;

- A recognized Master's Degree in Statistics/ Education/ Data Science/Monitoring and Evaluation/ Social Sciences or related disciplines;
- At least three (3) years of relevant work experience in institutional research and Quality Assurance including proven supervisory and managerial experience;
- Strong experience in data analysis, research methodologies, and quality assurance frameworks will serve as an added advantage;
- A Code B Driver's license valid in Namibia.

KNOWLEDGE , SKILLS & ATTRIBUTES:

Strong knowledge of research methodologies, quality assurance processes, and data analysis, with experience in academic writing. Demonstrates excellent leadership, organisational, analytical, and problem-solving skills, supported by effective communication and report writing. Proficient in computer applications, stakeholder engagement, and mentoring, with the ability to collaborate, innovate, manage time efficiently, and deliver results in a goal-oriented manner

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 position, particularly persons with disabilities and from marginalised communities are encouraged to apply by submitting a résumé and cover letter highlighting their professional background.

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

Please apply in writing to: NAMCOL Head Office, The Human Resources Officer, Private Bag 15008, Katutura, Windhoek

Telephone enquiries: (061) 320 5235/5263/5260/5238/5343

Kindly note only shortlisted candidates will be contacted.

The closing date : **TUESDAY, 14 JULY 2026, 17:00**



NAMCOL

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www.namcol.edu.na



TAKING EDUCATION TO THE PEOPLE