

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: ENROLMENT OFFICER
DIRECTORATE: CENTRAL REGION
REPORT TO: AREA COORDINATOR

DIRECTORATE/REGION	DUTY STATION	NUMBER OF POSITIONS	REPORTING LINE
Central Region	Walvis-Bay	3	Area Coordinator
	Otjiwarongo	2	

JOB PURPOSE:

The enrolment officer has the primary responsibility for coordinating the learner's enrolment process through the distance learning mode at NAMCOL head office and its regional offices. The enrolment officer shall assist with logistical arrangements and processing for the enrolment of learners in general.

REQUIREMENTS:

- A three- year Diploma /Degree in Office Administration/ Business Management/ Information Systems /Records Management/Education
- Prior experience in managing registration or enrolment processes, elections, or similar large-scale administrative activities using computerized information systems will be an added advantage.
- All applicants must be unemployed. Employment status shall be confirmed with the Ministry of Finance
- Strong leadership ability will be an added advantage
- Computer literate

SKILLS AND ATTRIBUTES:

All applicants are expected to demonstrate the ability to work under pressure, both independently and as part of a team, with strong interpersonal and communication skills. They should possess good organizational and time management abilities, a high level of accuracy and attention to detail, customer service orientation, as well as integrity, and the ability to maintain confidentiality.

The application must be accompanied by the following documents:

- A clear indication of the position and town for which application is submitted.
- Certified copies of educational qualifications;
- Names and contact details of one (1) reference.

NB: Foreign qualifications must be certified by NQA

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

Kindly note that only shortlisted candidates will be contacted.

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

ENQUIRIES:

Tel: Telephone enquiries:

Southern Region (083) 707 0430 Northern Region (083) 701 0536
North-Eastern Region (083) 701 0545 Central Region (083) 701 0553

The closing date for applications is: **TUESDAY, 6 OCTOBER 2026, 16h00**



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POSITION: DATA CAPTURER
DIRECTORATE: CENTRAL REGION
REPORT TO: AREA COORDINATOR

DIRECTORATE/REGION	DUTY STATION	NUMBER OF POSITIONS	REPORTING LINE
Central Region	Walvis-Bay	10	Area Coordinator
	Otjiwarongo	7	

JOB PURPOSE:

The data capturers are responsible for extracting information from the enrolment form and converting it into data readable by a computer.

REQUIREMENTS:

- A three-year Diploma /Degree in Office Administration/ Business Management/ Information Systems /Records Management/ Data Management / Education /Office Administration/ Business Management/or related fields.
- Prior experience in capturing or processing information for registration, elections, or similar administrative functions will be an added advantage.
- All applicants must be unemployed. Employment status shall be confirmed with the Ministry of Finance
- Computer literate

SKILLS AND ATTRIBUTES:

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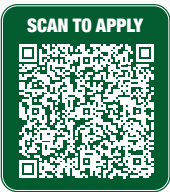
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POSITION: CASHIER
DIRECTORATE: CENTRAL REGION
REPORT TO: AREA COORDINATOR

DIRECTORATE/REGION	DUTY STATION	NUMBER OF POSITIONS	REPORTING LINE
Central Region	Walvis-Bay	3	Area Coordinator
	Otjiwarongo	2	

JOB PURPOSE:

The cashier is responsible for processing financial transactions in a variety of payments whether cash or with a debit-, or credit card and issues receipts after completion of the process.

REQUIREMENTS:

- A three-year Diploma /Degree in Finance and Accounting or Commerce
- Prior experience in handling financial transactions, reconciliations, and managing payments will be an added advantage.
- All applicants must be unemployed. Employment status shall be confirmed with the Ministry of Finance
- Computer literate

SKILLS AND ATTRIBUTES:

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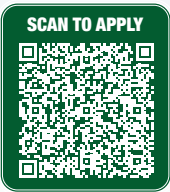
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POSITION: MATERIAL DISTRIBUTOR
DIRECTORATE: CENTRAL REGION
REPORT TO: AREA COORDINATOR

DIRECTORATE/REGION	DUTY STATION	NUMBER OF POSITIONS	REPORTING LINE
Central Region	Walvis-Bay	3	Area Coordinator
	Otjiwarongo	2	

JOB PURPOSE:

The materials distributor clerk is responsible for the distribution of study materials by pulling orders from the proof of registration on the ITS stores

REQUIREMENTS:

- A three- year Diploma /Degree in Logistics and Supply Chain Management/Business Administration
- Prior experience in materials distribution, stock control and logistical support will be an added advantage;
- All applicants must be unemployed. Employment status shall be confirmed with the Ministry of Finance
- Computer literacy

SKILLS AND ATTRIBUTES:

All applicants are expected to demonstrate the ability to work under pressure, both independently and as part of a team, with strong interpersonal and communication skills. They should possess good organizational and time management abilities, a high level of accuracy and attention to detail, customer service orientation, as well as integrity, and the ability to maintain confidentiality.

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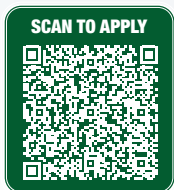
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