

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 BELOW:

Kindly note that it will be a one-month contract.

POSITION: Assistant Enrolment Officer
REPORT TO: Area Coordinator

Duty Stations		
Southern Region	REHOBOTH-Rehoboth HS	ORANJEMUND-Namdeb Adult Education
	OKAHANDJA-Okahandja SSS	LUDERITZ-Lüderitz SS
	MARIENTAL-Danie Joubert CS	
Duty Stations		
Central Region	Tsumeb-Otjikoto SS	Swakopmund-Atlantic JSS
	Grootfontein-Fridrick Awaseb SS	Swakopmund-Coastal High
Duty Stations		
Northern Region	OSHAKATI-Evululuko SS	OHANGWENA-Ponhofi SS
	OSHAKATI-lipumbu SS	OKONGO-Oshela SS
	OKAHAO-Shaanika N SS	ONGHA-Ongha SS
	ONDANGWA-Andimba TyT SS	ONDOBE-Ondobe CS
	ONAYENA-Nehale SS	OKALONGO-Haudano SS
	ONIIPA-Hans D SS	OSHIKUKU-Nuuyoma SS
	OMUNGWELUME-Eengedjo SS	
Duty Stations		
North-Eastern Region	NKURENKURU-NKURENKURU CS	MURURANI SS
	DIVUNDU-DIVUNDU CS	KONGOLA SS
	HIMARWA ITHETE SS	

JOB PURPOSE:

The assistant enrolment officers are responsible for assisting the registration officers with the execution of registration duties.

REQUIREMENTS:

- A certificate/diploma in Office Administration/ Business Management/Information Systems /Records Management/ Data Management / Education / or related fields.
- Prior experience in managing registration or enrolment processes will be an added advantage
- Strong leadership ability will be an added advantage

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 cover letter clearly indicating the position and town for which application is submitted.
- Certified copies of identity document and educational qualifications;
- Detailed curriculum vitae (maximum 2 pages)
- 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 from marginalised communities are encouraged to apply by submitting a résumé and cover letter highlighting their professional background.

Kindly note only shortlisted candidates will be contacted.

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

Telephone enquiries:

Windhoek (083) 701 0430	Keetmanshoop (063) 222 100
Gobabis (062) 564 321	Otjiwarongo (083) 701 0553
Walvisbay (083) 701 0561	Rundu 061 320 5551
Katima Mulilo 066 253 065	

The closing date for applications is: **FRIDAY, 23 OCTOBER 2026, 16h00**



TAKING EDUCATION TO THE PEOPLE