

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:

POSITION: Enrolment Officer
REPORT TO: Area Coordinator

Duty Stations		
Southern Region	REHOBOTH-Rehoboth HS	ROSH PINAH-Tsau//Khaeb SS
	OKAHANDJA-Okahandja SSS	AUSSENKEHR-Aussenkehr PS
	OTJINENE-Gustav Kandji SS	GIBEON-C. //Oaseb SSS
	MARIENTAL-Danie Joubert CS	NOORDOEWER-Noordoewer SS
	ORANJEMUND-Namdeb Adult Education Centre	KARASBURG-Karasburg CS
	LUDERITZ-Lüderitz SS	EPUKIRO POS3
	TALLISMANIS-C. Heuva	
Duty Stations		
Central Region	Okakarara-Okakarara SS	Usakos-Usakos JSS
	Tsumkwe-Tsumkwe SS	Swakopmund-Atlantic JSS
	Tsumeb-Otjikoto SS	Swakopmund-Coastal High
	Grootfontein-Fridrick Awaseb SS	Omaruru-S. I Gobs
	Khorixas-Cornelius Goreseb	
Duty Stations		
Northern Region	OSHAKATI-Evululuko SS	OMULULUKILA-ST Charles CS
	OSHAKATI-lipumbu SS	OKONGO-Oshela SS
	TSANDI-Mwaala SS	ONGHA-Ongha SS
	OKAHAO-Shaanika N SS	ONDOBE-Ondobe CS
	ONDANGWA-Andimba TyT SS	ENDOLA-Shituwa SS
	ONAYENA-Nehale SS	ONAMHINDI-Pendukeni Ivula Itana CS
	ONYAANYA-Uukule SS	OKALONGO-Haudano SS
	ONIIPA-Hans D SS	RUACANA-Ombuumbu CS
	OSHIGAMBO-Omukwiyugwemanya SS	OKANGUATI-Okanguati CS
	ELAMBO-Elambo CS	OSHIKUKU-Nuuyoma SS
	OMUNGWELUME-Eengedjo SS	ONESI-Onesi SS
	OHANGWENA-Ponhofi SS	
Duty Stations		
North-Eastern Region	NKURENKURU-NKURENKURU CS	MURURANI SS
	DIVUNDU-DIVUNDU CS	KONGOLA SS
	HIMARWA ITHETE SS	

JOB PURPOSE:

The enrolment officer has the primary responsibility for coordinating the learner 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 Education

- Teacher with three (3) years of teaching experience
- Prior experience in managing registration or enrolment processes will be an added advantage
- Strong leadership ability will be an added advantage
- Must be working at the particular school as a full-time staff member

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:

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



TAKING EDUCATION TO THE PEOPLE