

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: Material Distributor
REPORT TO: Area Coordinator

Duty Stations		
Southern Region	REHOBOTH-Rehoboth HS	MARIENTAL-Danie Joubert CS
	OKAHANDJA-Okahandja SSS	ORANJEMUND-Namdeb Adult Education Centre
	OTJINENE-Gustav Kandji SS	LUDERITZ-Lüderitz SS
Duty Stations		
Central Region	Okakarara-Okakarara 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	OMUULUKILA-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	NKURENKURU-NKURENKURU CS	

JOB PURPOSE:

The materials distributor clerk is responsible for the distribution of study materials to enrolled learners.

REQUIREMENTS:

- A certificate/diploma in Office Administration/Logistics and Supply Chain Management;
- Prior experience in materials distribution, stock control and logistical support 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 clear indication of the position and town for which application is submitted.
- Certified copies of educational qualifications;
- Names and contact details of three (3) references. Can we reduce the references to two or one at least

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, 16 OCTOBER 2026, 16h00**

