

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:	AREA COORDINATOR
REGION:	NORTH-EASTERN REGION
DUTY STATION:	KATIMA MULILO
REPORT TO:	REGIONAL MANAGER
PATERSON JOB GRADE	D2

JOB PURPOSE:

The Area Coordinator is overall responsible for the planning, coordinating, promoting, evaluating and supervising the implementation of NAMCOL Programmes in a designated area of the region.

KEY PERFORMANCE AREAS:

- Recruitment and Selection of Part-Time staff;
- Training of Part-time Staff;
- Monitoring Evaluation;
- General Administration;
- Coordinate Learner Support Services;
- Marketing and Information Campaign;
- Planning, Budgeting and Reporting.

REQUIREMENTS:

- A recognized Bachelor's, one year (1) professional qualification in Education
- At least five (5) years of appropriate experience,
OR
- A recognised three (3) years Diploma in Education or equivalent;
- At least seven (7) years relevant work experience.
AND
- A Code BE Driver's license valid in Namibia

KNOWLEDGE:

Training in the field of education, innovative, motivated, ability to work under pressure, ability to work independently and in team, good interpersonal relations, initiative, critical thinker and good planner.

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.

Kindly note only shortlisted candidates will be contacted.

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

Telephone enquiries: (061) 320 5235/5263

Kindly note only shortlisted candidates will be contacted.

The closing date for applications is: **TUESDAY, 09 SEPTEMBER 2025, 16h00**



TAKING EDUCATION TO THE PEOPLE