

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:	HUMAN RESOURCES OFFICER
DIRECTORATE:	FINANCE, HR & ADMINISTRATION
DIVISION:	HUMAN RESOURCES
DUTY STATION:	WINDHOEK, KATUTURA (HEAD OFFICE)
REPORT TO:	SENIOR HUMAN RESOURCES OFFICER
PATERSON JOB GRADE	B4

JOB PURPOSE:

The Human Resources Officer's overall tasks is to provide effective and efficient support services with regard to all human resources functions such as the Recruitment and Selection, Payroll Services, Training and Development, Employee Wellness, HR Administration and Customer Services. Furthermore, to support the Senior Human Resources Officer in achieving human resources unit's objectives.

KEY PERFORMANCE AREAS:

- Recruitment and Selection Services
- Payroll Services;
- Training and Development;
- Employee Wellness Services;
- Human Resources Administration;
- Customer Services

REQUIREMENTS:

- A recognised Degree in Human Resources Management /Development or equivalent qualification.
- At least three (3) years of relevant experience.

KNOWLEDGE:

Knowledge in relevant legislations; Labour Act, SSC Act, 1994, Workman's compensation Act, Income Tax Act, Procurement Act 5, 2015, Pension Fund Act, Employment Equity, understanding of Human resources functions, payroll administration, record management, relevant policies and procedures, Integrated Tertiary System (ITS), Conditions of Employment. Planning, organizing, analytical. Interviewing, listening, report writing, interpersonal relations, presentation and good communications skills. Ability to work under pressure, maintain confidentiality, interpret policies and legal frameworks, customer services, team player and independent worker.

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