

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

POSITION: 7 X STUDENT RECORDS & MANAGEMENT OFFICER
PATERSON JOB GRADE B4
PATERSON JOB GRADE 12-18 MONTHS FIXED TREM

DIRECTORATE/REGION	DUTY STATION	NUMBER OF POSITION	REPORTING LINE
Student Support	Windhoek	1	Chief Administrator: Student Information Management
Central Region	Otjiwarongo	1	Regional Administrator
North-Eastern	Rundu	1	Regional Administrator
Northern	Ongwediva	2	Regional Administrator
Southern Region	Windhoek	2	Regional Administrator

JOB PURPOSE:

The Student Records Management Officer is responsible for administration and accurate processing of student information including student profiles and Academic Part-time Staff.

KEY PERFORMANCE AREAS:

- Processing of Enrolment Data;
- Processing of Contracts and Claims for Part-time Academic Staff;
- Administration of Assessment Marks;
- Training;
- General Administration.

REQUIREMENTS:

- A recognized three (3) years Diploma in Information Technology majoring in Database Management or equivalent;
- At least three (3) years relevant work experience.
- A code BE Driver's license valid in Namibia.

KNOWLEDGE:

High level of accuracy, attention to detail, trustworthiness, ability to work under pressure, work independently and as a team.

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