

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:	DIRECTOR: CURRICULUM AND MATERIAL DEVELOPMENT-FIVE (5) YEAR CONTRACT
DIRECTORATE:	CURRICULUM AND MATERIAL DEVELOPMENT
DUTY STATION:	WINDHOEK, KATUTURA (HEAD OFFICE)
REPORT TO:	CHIEF EXECUTIVE OFFICER
PATERSON JOB GRADE	D5

JOB PURPOSE:

The Director: Curriculum and Material Development provides strategic leadership and direction to the Directorate, overseeing, ensuring development, delivery of high-quality, cost-effective instructional learning materials and utilising a range of Information Communication Technology's tools.

KEY PERFORMANCE AREAS

- Planning, Executing and Reporting;
- Managing Quality Assurance, Accreditation and Articulation of Programmes;
- Managing Strategic Projects and Partnerships;
- Managing Financial and Human resources;
- Administration and Risk Management.

REQUIREMENTS

- A Master's Degree in Education, or a relevant discipline;
- At least seven (7) years of appropriate experience, of which five (5) years must be at management level;
- Training or experience in ODL management and eLearning;
- A Code BE Driver's license valid in Namibia.

KNOWLEDGE:

In-depth understanding of educational theories, curriculum design principles, instructional methodologies national and international standards, education act and other regulatory frameworks. Proficiency in integrating technology into curriculum development, inclusive practices and culturally responsive pedagogy, Strategic leadership, planning, analytical, effective communication, interpersonal and project management skills. A strong work ethic, assertiveness, people and result-oriented, organised approach, influential, innovative., good judgment, integrity, self-discipline, and goal-driven.

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.

No email applications will be accepted.

Please apply in writing to: **NAMCOL Head Office, The Human Resources Officer, Private Bag 15008 ,Katutura, Windhoek**

Telephone enquiries: (061) 320 5238/5343

Kindly note only shortlisted candidates will be contacted.

The closing date for applications is: **FRIDAY, 23 MAY 2025, 11h00**



NAMCOL

Visit our website
www.namcol.edu.na



TAKING EDUCATION TO THE PEOPLE