

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: Contract Duration 12th January 2026 - 20th February 2026

Duty Stations		Position-Data Capturers
Southern Region	Windhoek	40
	Gobabis	2
	Keetmanshoop	2
Duty Stations		Position-Data Capturers
Northern Region	Outapi	2
	Eenhana	2
	Omuthiya	2
	Opuwo	2
	Ongwediva	27
Duty Stations		Position-Data Capturers
North-Eastern Region	Rundu	11
	Katima Mulilo	6
Duty Stations		Position-Data Capturers
Central Region	Walvis Bay	9
	Otjiwarongo	6

JOB PURPOSE:

The Data Capturers are responsible for extracting information from the enrolment form and converting it into data readable by a computer.

REQUIREMENTS:

- A three- year Diploma/ Degree in Office Administration/ Business Management/Information Systems /Records Management/ Data Management / Education or related fields.
- Prior experience in capturing or processing information for enrolment, elections, or similar administrative functions will be an added advantage.
- Computer literate.

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:

- An application letter with a clear indication of the position and town for which application is submitted.
- Certified copies of educational qualifications;
- Resume/CV
- Names and contact details of three (3) references.

NB: Foreign qualifications must be certified by Namibia Qualification Authority (NQA)

The College offers attractive remuneration. 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.

Scan the QR code to complete your online application.

Telephone enquiries:

Southern Region (061) 320 5236
North-Eastern Region (061) 320 5554

Northern Region (061) 320 5501
Central Region (067) 304 358

Kindly note only shortlisted candidates will be contacted.

The closing date for applications is: **FRIDAY, 31 OCTOBER, 16h00**



NAMCOL

Visit our website
www.namcol.edu.na



TAKING EDUCATION TO THE PEOPLE