

# 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 12<sup>th</sup> January 2026 - 20<sup>th</sup> February 2026**

| Duty Stations        |               | Position - Enrolment Officers |
|----------------------|---------------|-------------------------------|
| Southern Region      | Windhoek      | 16                            |
|                      | Gobabis       | 1                             |
|                      | Keetmanshoop  | 1                             |
| Duty Stations        |               | Position - Enrolment Officers |
| Northern Region      | Outapi        | 1                             |
|                      | Eenhana       | 1                             |
|                      | Omuthiya      | 1                             |
|                      | Opuwo         | 1                             |
|                      | Ongwediva     | 4                             |
| Duty Stations        |               | Position - Enrolment Officers |
| North-Eastern Region | Rundu         | 6                             |
|                      | Katima Mulilo | 3                             |
| Duty Stations        |               | Position - Enrolment Officers |
| Central Region       | Walvis Bay    | 3                             |
|                      | Otjiwarongo   | 2                             |

## JOB PURPOSE:

The Enrolment Officer has the primary responsibility for coordinating the learner enrolment process through the distance learning mode at NAMCOL Head Office, its Regional and Sub-Regional Offices. The Enrolment Officer shall assist with logistical arrangements and processing for the enrolment of learners in general.

## REQUIREMENTS:

- A three- year Diploma /Degree in Office Administration/ Business Management/Information Systems /Records Management/Education
- Prior experience in managing registration or enrolment processes, elections, or similar large-scale administrative activities using computerized information systems will be an added advantage.
- Strong leadership ability 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.

**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**

