

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.

NAMCOL invites qualified candidates to apply for the following position.

POSITION: HEAD OF CENTRE PART-TIME
REGION: CENTRAL REGION
DUTY STATION: PARESES SS, FRIDRICH AWASEB, OKAKARARA, DUINESIG HS, COASTAL HS, OTJIKOTO SS, KUISEBMUND SS, CORNELIUS GORESEB, S. I.! GOBS, ATLANTIC JSS, OTJIWARONGO PETE.
REPORT TO: AREA COORDINATOR

JOB PURPOSE:

The Head of Centre is responsible for managing and administrating NAMCOL's programmes and activities at the designated centre.

KEY PERFORMANCE AREAS:

- Manage centre enrolment in accordance with NAMCOL's policies
- Participate in the local information campaign to promote NAMCOL programmes
- Conducting and overseeing tutoring and administrative tasks
- Administering all centre operations and producing reports
- Collect fees on behalf of NAMCOL and general centre administration

REQUIREMENTS:

- Teacher Grade 9 or 8: plus, three (3) years of teaching experience,
- A qualification in the field of Education
- At least 3 years or more experience as a NAMCOL Tutor
- Must be working at that particular school as a full-time staff member

KNOWLEDGE:

Training in the field of Education, Innovative, motivated, ability to work under pressure, independently and in a team, good interpersonal relations, critical thinker and good planner.

Application and documents must be hand delivered or couriered to the Regional Office in Otjiwarongo/ and or the Sub-regional Office in Walvisbay

Enquiry:

Ms. Justine Kazao TEL: 067 304 358
Mr. U.Hummel TEL: 064 205 990
Mr. J. Lubasi TEL: 067 304 358

Kindly note only shortlisted candidates will be contacted. **(NB: only Teachers working at that particular school will be considered)**

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



NAMCOL

Visit our website
www.namcol.edu.na



TAKING EDUCATION TO THE PEOPLE