

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:	SOUTHERN REGION
DUTY STATION:	HAGE GEINGOB, KHOMAS HIGH SCHOOL, AUGUSTINEUM SS, CONCORDIA COLLEGE, A. SHIPENA, JAN JONKER AFRIKANER SSS, ACACIA HS, HIGHLINE HS, C.J. BRANDT HS, OKAHANDJA SS, PETE JETU JAMA , DANIE JOUBERT CS, REHOBOTH SS, KEETMANSHOOP KRONLEIN ,ORANJEMUND NAMDEB CENTRE, LUDERITZ JS, HOSEA KUTAKO CENTRE, GUSTAV KANDJII JSS, C// OASEB SSS, EPUKIRO POST SS, C.HEUVA HS
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 Windhoek, and Sub-regional Office in Keetmanshoop, Gobabis (Hosea Kutako campus).

Enquiry: Mr. C.Samaria TEL: 061 320 5275

Mr. V. Kasiyana & Ms. E.T. Nsinano TEL: 061-320 5386/320 5307

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**



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