

# 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:       | NORTH EASTERN REGION                                                                                                                                                  |
| DUTY STATION: | NGWEZE PS, BRENDAN SIMBWAYE PS, CAPRIVI SS, NKURENKURU SS, RUNDU SS, ELIA NEROMB SS, ROMANUS KAMUNOKO SSS, NGWEZE SS, DR. ROMANUS KAMPUNGU SS, DIVUNDU CS, PETE RUNDU |
| 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, ability to work independently and in team, good interpersonal relations, initiative, critical thinker and good planner.

Application and documents must be hand delivered or couriered to the Regional Office in Rundu and or the Sub-regional Office in Zambezi Region .

Enquiry: Mr E.Adriano at TEL: 061 320 5551  
Ms. Hilda Sinyepe TEL: 066 253 065

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](http://www.namcol.edu.na)



**TAKING EDUCATION TO THE PEOPLE**