

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: NORTHERN REGION
DUTY STATION: ANDIMBA TOIVO YA TOIVO SSS, DAVID SHEEHAMA, EENGEDJO SS, EENHANA SS, GABRIEL TAAPOPI SS, HANS DANIEL NAMUHUJA SS, HAUDANO SS, IIPUMBU SS, MWAALA SS, NEHALE SS, NUUJOMA SS, OMUTHIYA IIPUNDI SS, ONDOBE SS, OMBUUMBU SS, ONGHA SS, OSHELA SS, PONHOPI SS, PUTUVANGA SS, SHAANIKA NASHILONGO SS, SHITUWA SS, ONGWEDIVA PETE
REPORT TO: AREA COORDINATOR

JOB PURPOSE:

The Head of Centre is responsible for managing and administering 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 Ongwediva. and or the Sub-regional Office in Omuthiya, Eenhana , Outapi and Opuwo.

Enquiry: Mr S.Ntinda , TEL: 061 320 5501

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

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www.namcol.edu.na



TAKING EDUCATION TO THE PEOPLE