

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

POSITION: ENROLMENT OFFICER
DIRECTORATE: NORTHERN REGION
REPORT TO: AREA COORDINATOR

DIRECTORATE/REGION	DUTY STATION	NUMBER OF POSITIONS (One per Duty Station)	REPORTING LINE
Northern Region	Evululuko SS, Iipumbu SS, Mwaala SS, Shaanika N SS, Andimba TyT SS, Nehale SS, Uukule SS, Hans D SS, Omukwiyugwemanya SS, Elambo SS, Eengedjo SS, Ponthofi SS, ST Charles CS, Oshela SS, Ongha SS, Ondobe CS, Shituwa SS, Pendukeni Ivula Itana CS, Haudano SS, Ombuumbu CS, Okanguati CS, Nuuyoma SS, Onesi SS	23	Area Coordinator

JOB PURPOSE:

The Enrolment Officer has the primary responsibility for coordinating the learner enrolment process through the distance learning mode at NAMCOL head office and its 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 Education
- Teacher with three (3) years of teaching experience
- Prior experience in managing registration or enrolment processes will be an added advantage
- Strong leadership ability will be an added advantage
- Must be working at the particular school as a full-time staff member

SKILLS AND ATTRIBUTES:

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 document in support of the application should contain the following;

- A cover letter clearly indicating the position and town for which application is submitted.
- Certified copies of CV, identity document and educational qualifications;
- Names and contact details of three (3) references.

NB: Foreign qualifications must be certified by NQA

The College offers attractive remuneration. Interested individuals meeting the requirements of these positions, particularly persons with disabilities and from marginalised communities are encouraged to apply by submitting a résumé and cover letter highlighting their professional background.

STRICTLY ONLY APPLICATIONS SUBMITTED THROUGH THE APPLICATION LINK WILL BE CONSIDERED. APPLICATIONS SUBMITTED VIA EMAIL OR HAND DELIVERY WILL NOT BE ACCEPTED.

ENQUIRIES:

Tel: Ongwediva (061) 3205501

Kindly note only shortlisted candidates will be contacted.

CONTRACT DURATION: 05 JANUARY-20 FEBRUARY 2026

The closing date for applications is: **TUESDAY, 18 NOVEMBER, 17h00**



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POSITION: ASSISTANT ENROLMENT OFFICER
DIRECTORATE: NORTHERN REGION
REPORT TO: ENROLMENT OFFICER

DIRECTORATE/REGION	DUTY STATION	NUMBER OF POSITIONS (One per Duty Station)	REPORTING LINE
Northern Region	Evululuko SS, Iipumbu SS, Shaanika N SS, Andimba TyT SS, Nehale SS. Hans D SS, Ponthofi SS, Oshela SS, Ongha SS, Ondobe CS, Haudano SS, Nuuyoma SS	12	Enrolment Officer

JOB PURPOSE:

The Assistant Enrolment Officer is responsible for assisting the registration officers with the execution of registration duties.

REQUIREMENTS:

- A certificate/diploma in Office Administration/ Business Management/Information Systems /Records Management/ Data Management / Education /Office Administration/ Business Management/or related fields.
- Prior experience in managing registration or enrolment processes will be an added advantage
- Strong leadership ability will be an added advantage

SKILLS AND ATTRIBUTES:

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POSITION: MATERIALS DISTRIBUTOR
DIRECTORATE: NORTHERN REGION
REPORT TO: ENROLMENT OFFICER

DIRECTORATE/REGION	DUTY STATION	NUMBER OF POSITIONS (One per Duty Station)	REPORTING LINE
Northern Region	Evululuko SS, Ipumbu SS, Mwaala SS, Shaanika N SS, Andimba TyT SS, Nehale SS. Uukule SS, Hans D SS, Omukwiyugwemanya SS, Elambo SS, Eengedjo SS, Ponthofi SS, ST Charles CS, Oshela SS, Ongha SS, Ondobe CS, Shituwa SS , Pendukeni Ivula Itana CS, Haudano SS, Ombuumbu CS, Okanguati CS, Nuuyoma SS Onesi SS	23	Enrolment Officer

JOB PURPOSE:

The materials distributor clerk is responsible for the distribution of study materials to enrolled learners.

REQUIREMENTS:

- A certificate/diploma in Office Administration/ Business Management/Information Systems /Records Management/ Data Management / Education /Office Administration/ Business Management/or related fields.
- Prior experience in managing registration or enrolment processes will be an added advantage
- Strong leadership ability will be an added advantage

SKILLS AND ATTRIBUTES:

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.

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