

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 VACANCY

POSITION:	TRANSPORT OFFICER
DIRECTORATE:	FINANCE, HUMAN RESOURCES AND ADMINISTRATION
DUTY STATION:	WINDHOEK, KATUTURA (HEAD OFFICE)
PATERSON JOB GRADE:	B3
REPORT TO:	COORDINATOR: LOGISTICS AND FACILITIES

JOB PURPOSE:

The Transport Officer is responsible for managing the College's fleet of vehicles and the bulk transportation of books between the Head Office and regional offices.

KEY PERFORMANCE AREAS:

- Purchase and Disposal of Vehicles;
- Management of Vehicles;
- Maintenance of Vehicles;
- Handling the Transportation of Containers;
- Supervision of Driver operations.

REQUIREMENTS:

- A recognized Degree in Transport Management
- At least three (3) years of experience in the Transport and Administration environment, including a minimum of one (1) year of relevant professional experience.
- A code BE Driver's License valid in Namibia.
- OR
- A recognised three-year Diploma in Transport Management or Equivalent qualification;
- At least five (5) years of experience in a Transport and Administration environment, including a minimum of two (2) years of relevant professional experience.
- A code BE Driver's License valid in Namibia.

KNOWLEDGE, SKILLS AND ATTRIBUTES:

- Knowledge of transport management, office administration, and relevant legislation, including the Procurement Act and Road Traffic and Transportation Act.
- Proficient in computer applications.
- Strong interpersonal and communication skills.
- Ability to work effectively under pressure.
- Integrity, honesty, and professionalism.

The document in support of the application should contain the following;

- Certified copies of educational and professional qualifications;
- Names and contact details of three (3) references.

NB: Foreign qualifications must be certified by NQA

The College offers attractive remuneration supplemented by fringe benefits. 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 detailing their professional background.

Kindly note only shortlisted candidates will be contacted.

INTERESTED CANDIDATES SHOULD VISIT NIEIS WEBSITE: [HTTPS://NIEIS.NAMIBIAATWORK.GOV.NA](https://nieis.namibiaatwork.gov.na)

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

Telephone enquiries: (061) 320 5235/5263/5260

The closing date for applications is: **TUESDAY, 02 DECEMBER 2025, 17h00**



NAMCOL

Visit our website

www.namcol.edu.na



TAKING EDUCATION TO THE PEOPLE