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:	**AREA COORDINATOR**
REGION:	**NORTHERN- REGION**
DUTY STATION:	**OPUWO**
REPORT TO:	**REGIONAL MANAGER: NORTHERN REGION**
PATERSON JOB GRADE	**D2**

JOB PURPOSE:

The Area Coordinator is responsible for the planning, coordinating, promoting, evaluating and supervising the implementation of NAMCOL Programmes in a designated area of the region.

KEY PERFORMANCE AREAS

- Recruitment and Selection of Part-Time staff;
- Training of Part-time Staff;
- Monitoring and Evaluation;
- General Administration;
- Coordinate Learner Support Services;
- Marketing and Information Campaign;
- Planning, Budgeting and Reporting.

JOB SPECIFICATIONS

Educational Qualifications and Work Experience:

- A recognized Bachelor's Degree and one year (1) professional qualification in Education
- At least five (5) years of experience in Open Distance Learning (ODeL);
- A Code BE Driver's license valid in Namibia

OR

- A recognized three (3) year Diploma in Education or an equivalent
- At least seven (7) years relevant work experience;
- A code BE Driver's Licence valid in Namibia

KNOWLEDGE, SKILLS & ATTRIBUTES:

Sound 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.

Sound knowledge of educational practices and Open and Distance Learning (ODeL) principles, strong planning, organisational and problem-solving skills, ability to work independently, under pressure, meet deadlines and as part of a team, good interpersonal and communication skills, self-motivated, demonstrated initiative and critical thinking abilities.

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) referees

NB: Foreign qualifications must be evaluated by NQA

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

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

Kindly note only shortlisted candidates will be contacted.

Telephone enquiries: (061) 320 5235/5263/5260/5238/5343

CLOSING DATE: TUESDAY, 27 OCTOBER 2026, 17h00

SCAN ME: NIEIS LINK

NAMCOL
Visit our website
www.namcol.edu.na

TAKING EDUCATION TO THE PEOPLE