

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:	DEBTORS ADMINISTRATOR
REGION:	FINANCE, HR & ADMINISTRATION
DUTY STATION:	WINDHOEK, KATUTURA, HEAD OFFICE
REPORT TO:	ACCOUNTANT.
PATERSON JOB GRADE	B4

JOB PURPOSE:

The Debtor's Administrator is responsible to administer and maintain student and trade receivable accounts, refunds, scholarship and debt collection of the College.

KEY PERFORMANCE AREAS

- Administering and Maintaining Student Accounts;
- Maintaining Accounts Receivable/Trade Debtors;
- Administering Student Scholarship and Loan Accounts;
- Administering Refund Application

JOB SPECIFICATIONS

Educational Qualifications and Work Experience:

- A recognised Bachelors' Degree in Accounting and Finance or an equivalent qualification;
- At least three (3) years of relevant work experience;

KNOWLEDGE, SKILLS & ATTRIBUTES:

Accounting, computer literacy, IFRS and GAAP. Accurate, meticulous, ability to work under pressure and in a team, sound communication skills, interpersonal skills, numerical skills, analytical skills and assertiveness.

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



TAKING EDUCATION TO THE PEOPLE