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: STUDENT RECORDS MANAGEMENT OFFICER
PATERSON JOB GRADE: B4

Duty Stations		Reporting Line
Student Support	Windhoek (1)	Chief Administrator: Student Information Management
Central Region	Walvis Bay (1)	Reginal Administrator
North-Eastern Region	Rundu (1)	Regional Administrator
Southern Region	Windhoek (2)	Regional Administrator
Northern-Region	Ongwediva (2)	Regional Administrator

JOB PURPOSE:

The Student Records Management Officer is responsible for administration and processing of accurate student information with regards to students' profile and academic part-time staff.

KEY PERFORMANCE AREAS:

- Processing of Enrolment Data;
- Processing of Contracts and claims for part-time academic staff;
- Processing and generating of Assessment Marks;
- Administration of Assessment Marks;
- Training;
- General Administration.

JOB SPECIFICATIONS

Educational Qualifications and Experience:

- Recognised Diploma in Information Technology majoring Database Management or a related/equivalent qualification in Information Systems, Computer Science, Data Management, or a closely related field.
- At least three (3) years of relevant work experience;
- A Code B Driver's license valid in Namibia.

KNOWLEDGE, SKILLS & ATTRIBUTES:

NAMCOL Act, Assessment policies, Tertiary programmes policies. Accurate, trustworthy, ability to work under pressure and independently, team player, innovative, sound communication skills, ability to maintain confidentiality and integrity.

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