

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:	DIRECTOR: FINANCE, HUMAN RESOURCES AND ADMINISTRATION- FIVE (5) YEAR CONTRACT
DIRECTORATE:	FINANCE, HUMAN RESOURCES AND ADMINISTRATION
DUTY STATION:	WINDHOEK, KATUTURA (HEAD OFFICE)
REPORT TO:	CHIEF EXECUTIVE OFFICER
PATERSON JOB GRADE	D5

JOB PURPOSE:

The Director: Finance, Human Resources and Administration provides strategic leadership and direction to the directorate and overall responsible for the finances, human resources and administration functions as well as safeguarding of assets.

KEY PERFORMANCE AREAS

- Planning, Executing and Reporting;
- Risk Management;
- Financial Management;
- Legal, Legislative and Statutory Requirements;
- Human Resources Management;
- Facilities Management.

REQUIREMENTS

- A recognized Master's Degree in Accounting, Finance or Business Administration with Finance, Accounting and Human Resources as core subjects;
- A Chartered Accountant (CA) qualification will be an added advantage
- At least seven (7) years of appropriate experience, of which five (5) years must be at management level;
- A Code BE Driver's license valid in Namibia.

KNOWLEDGE:

Sound knowledge of applicable regulatory frameworks, principles, and standards in accounting, finance, procurement, taxation, corporate governance, and human resources. Strategic leadership, planning, organising, strong interpersonal relations, communication, and presentation skills. Ability to work under pressure, independently, and within a team, high level of confidentiality. Demonstrates integrity, good judgment, attention to detail, goal-driven, self-disciplined, assertive, approachable, and open-minded.

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 this position, particularly persons with disabilities and from marginalised communities are encouraged to apply by submitting a résumé and cover letter highlighting their professional background.

No email applications will be accepted.

Please apply in writing to: **NAMCOL Head Office, The Human Resources Officer, Private Bag 15008 ,Katutura, Windhoek**

Telephone enquiries: (061) 320 5238/5343

Kindly note only shortlisted candidates will be contacted.

The closing date for applications is: **FRIDAY, 23 MAY 2025, 11h00**



NAMCOL

Visit our website

www.namcol.edu.na



TAKING EDUCATION TO THE PEOPLE