

# 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:	MANAGER: ASSESSMENT AND CERTIFICATION
DIRECTORATE:	STUDENT SUPPORT
DUTY STATION:	WINDHOEK, KATUTURA (HEAD OFFICE)
REPORT TO:	DIRECTOR: STUDENT SUPPORT
PATERSON JOB GRADE	D3

## JOB PURPOSE:

The Manager: Assessment and Certification is responsible for management and administration of assessments and certification processes of programmes.

## KEY PERFORMANCE AREAS

- Developing Systems, Policies and Procedures;
- Managing the Development of Assessment Tools/Equipment;
- Managing Assessments Processes;
- Managing Administration of Assessment Marks;
- Managing Certification Process;
- Recruiting Staff;
- Managing Human and Financial Resources;
- Stakeholder Engagement, Planning, Budgeting and Reporting.

## REQUIREMENTS

- A Master's Degree in Education or related discipline plus a professional qualification in Education;
- At least four (4) years of appropriate experience, of which two (2) years are in ODeL environment;
- A valid Code BE Driver's license in Namibia.

## KNOWLEDGE:

Understanding of Namibia's educational and training legislative frameworks, including, NAMCOL Act, Education Act, NQA Act, NTA Act, assessment policies, and related regulations. Strong numerical, analytical, communication, interpersonal relations, organizational and problem-solving skills. Detail-oriented, accurate, and ability to work under pressure, independently and in teams, creativity and innovation 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) 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](http://www.namcol.edu.na)



**TAKING EDUCATION TO THE PEOPLE**