

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:	PROGRAMME MANAGER: eLEARNING
DIRECTORATE:	CURRICULUM AND MATERIAL DEVELOPMENT
DUTY STATION:	WINDHOEK, KATUTURA (HEAD OFFICE)
REPORT TO:	DIRECTOR: CURRICULUM AND MATERIAL DEVELOPMENT.
PATERSON JOB GRADE	D3

JOB PURPOSE:

The eLearning Manager oversees the coordination and development of new and existing eLearning programmes and courseware. Furthermore, ensuring all learning programmes are in alignment with National Programme and Quality Assurance Regulations.

KEY PERFORMANCE AREAS

- Planning, Budgeting and Reporting;
- Monitoring and Supervision;
- Managing the Development and Revision of eLearning Resources;
- Quality Assurance of eLearning Platforms and Courseware;
- Copyright Protection, Licencing and Archiving of Courseware.

REQUIREMENTS

- A recognized Master's Degree in Information Technology/Computer Science/Educational Technology plus a professional qualification in Education;
- At least four (4) years of relevant work experience, of which two (2) years are in ODeL environment;
- A code BE Driver's license valid in Namibia.

OR

- A recognized Bachelor's Degree in Information Technology/Compute Science/Educational Technology plus a professional qualification in Education;
- At least five (5) years of relevant work experience of which two (2) years are in ODeL environment;
- A code BE Driver's license valid in Namibia.

KNOWLEDGE:

Extensive understanding of instructional design and methodologies, adult learning theories and curriculum development, proficient in developing and designing multimedia learning resources, and web-based course management using various ICT tools and eLearning platforms. Knowledge of both print and digital /online course development and mobile learning best practices and emerging technologies. Strong leadership, administration, organisation, communication, problem-solving, communication, interpersonal, problem solving, analytical skills. critical thinking, flexible, resilient, innovative oriented, goal-driven and self-disciplined.

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