

# VACANCIES



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 VACANCIES**

**POSITION:** 2 X ACCOUNTING AND FINANCE GRADUATE INTERNS  
(6-12 MONTHS CONTRACT)  
**DIVISION:** FINANCE & ADMINISTRATION

REGION	DUTY STATION	NUMBER OF POSITIONS
Khomas	NAMCOL Head Office (Windhoek)	1
Oshana	Ongwediva	1

## JOB PURPOSE:

The Graduate Interns will provide support provide to the finance and administration division with day-to-day financial operations. these entail processing transactions, performing reconciliations, and preparing financial reports. the internship is designed to provide practical learning and practical experience in accounting practices, financial systems and compliance processes.

## KEY PERFORMANCE AREAS

- Financial Transaction Processing
- Reconciliations and Record Keeping
- Financial Reporting Support
- Compliance and Audit Support
- Administrative and Operational Support
- Learning and Development Tasks & Duties

## REQUIREMENTS:

A Bachelor's Degree in accounting and finance, or related discipline.

## KNOWLEDGE, SKILLS & ATTRIBUTES

- Basic understanding of accounting principles and financial processes and reporting.
- Proficiency in microsoft office (especially EXCEL).
- Strong numerical, analytical and organisational skills.
- Attention to detail, commitment to data accuracy, strong work ethics.
- Professionalism, integrity, ability to maintain confidentiality and work independently as part of a team.
- Demonstrate willingness to learn and improve skills.

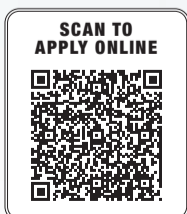
**STRICTLY ONLY APPLICATIONS SUBMITTED THROUGH THE APPLICATION LINK WILL BE CONSIDERED. APPLICATIONS SUBMITTED VIA EMAIL OR HAND DELIVERY WILL NOT BE ACCEPTED.**

## FOR ENQUIRIES CONTACT:

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Kindly note only shortlisted candidates will be contacted.

The closing date for applications is: **10 June 2026, 17h00**



**NAMCOL**

Visit our website

[www.namcol.edu.na](http://www.namcol.edu.na)



**TAKING EDUCATION TO THE PEOPLE**