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.

The College seek suitable candidates to apply for the following vacancy:

POSITION: HEAD: TECHNICAL VOCATIONAL EDUCATION AND TRAINING (TVET)
DIVISION: LEARNER SUPPORT
DUTY STATION: WINDHOEK, KATUTURA (HEAD OFFICE)
PATERSON JOB GRADE: D2

The position reports to the Deputy Director: Learner Support

JOB PURPOSE:
To manage the provision of the TVET programmes, provide leadership, technical expertise, guidance and capacity building to staff members in the department and engage the industry in support of programmes delivery.

KEY PERFORMANCE AREAS:
• General Management
• Financial Management
• Quality Management
• Staff Management
• Liaison and Marketing
• Health and Safety

MINIMUM REQUIREMENTS:
• A recognised Degree or equivalent qualification in Technical & Vocational discipline or a three-year Diploma in Technical & Vocational discipline;
• At least five (5) years relevant work experience in a TVET environment of which three (3) years at a supervisory/managerial level and at least three (3) year of industrial experience;
• Certification in assessment and facilitation;
• Knowledge of CBET and/or Modular system will serve as a distinct advantage;
• A code BE Driver’s license valid in Namibia;
• Knowledge of NTA rules and regulations, Labour Act and Adult teaching & learning;
• Solid understanding of the VET industry, ability to foster relationships and network, sound human relations, good organization, written and verbal communication in English & project coordination skills, ability to work under pressure, appreciation of cultural diversity and inclusiveness.

Please apply in writing to:
The Human Resources Officer,
Private Bay 15008
Katutura

By Hand at:
NAMCOL Head Office
Yetu Yama Centre
MSS Building
Katutura

Telephone enquiries:
(061) 320 5238/5343

Persons with disabilities, women and persons from marginalized communities are encouraged to apply.

Only short-listed candidates will be contacted, no documents will be returned and no faxed applications will be accepted. While we appreciate the interest of all applicants, those who have not been contacted by 30 April 2018, should consider that there will be no follow-up to their applications.

The closing date for applications is: 13 March 2018.