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 FOLLOWING VACANCY

POSITION: Distance Education Coordinator: eLearning
OFFICE: Learner Support: Assessment and Certification
DUTY STATION: Windhoek
PATERN JOB GRADE: D2

The position reports to the Manager: Admission and Student Support

JOB PURPOSE:
Distance Education Coordinator: eLearning is responsible for the development and coordination of eLearning as well as provision of support to staff and students. S/he coordinates the implementation of the Learning Management System (LMS) in collaboration with the ICT technical team of the college.

KEY PERFORMANCE AREAS
1. Developing and coordinating eLearning policies and strategies;
2. Coordinating assessments;
3. Recruiting eLearning part time staff (tutors, moderators, editors);
4. Admitting students for eLearning programmes;
5. Training tutors and moderators;
6. Providing learner support services;
7. Monitoring and evaluating eLearning programmes;
8. General Administration;
9. Planning, budgeting and reporting;

MINIMUM REQUIREMENTS:
• Recognised Bachelor degree in Information Technology or Educational Technology related field plus 1-year professional qualification in Education and 4 years’ experience in eLearning.
• A code BE Drivers’ licence valid in Namibia.

COMPETENCIES
Accurate, meticulous, ability to work under pressure and in a team, numerical skills and assertive. Good interpersonal relations, effective communication skills, good organisational skills, creativity, innovativeness, problem-solving and analytical skills

NB: Foreign qualifications should be accredited by NQA.

The College offers attractive remuneration, supplemented by fringe benefits. Interested applicants who meet the minimum requirements of this position must provide a resume and cover letter highlighting their professional background.

The documentation in support of the application should contain the following:
• Certified copies of all educational and professional qualifications;
• Names and contact details of three References

Please apply in writing to:
NAMCOL Head Office, The Human Resources Officer,
Private Bag 10008, Katutura, Windhoek

Telephone enquiries:
(915) 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/email applications will be accepted. While we appreciate the interest of all applicants, those who have not been contacted by 30 August 2018, should consider that there will be no follow-up to their applications.

The closing date for applications is: 27 September 2019 before 12:00