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: STUDENT WELFARE COORDINATOR
DIVISION: LEARNER SUPPORT
DUTY STATION: WINDHOEK, KATUTURA (HEAD OFFICE)
PATRITION JOB GRADE: D1

The position reports to the Manager: Learner Support

JOB PURPOSE:
The incumbent will coordinate all inclusive education services of the college including those that take place in the regions.

KEY PERFORMANCE AREAS:
• Developing and Revising the Inclusive Education Policy;
• Developing an Action Plan and Procedures for the provision of Counselling Services and ensuring the implementation thereof;
• Coordinating the Conversion of Learning Materials for Learners with Special Needs;
• Developing Learner Support Services for Learners with Special Needs;
• Training relevant Staff to support Learners with Special Needs and ensuring the implementation thereof;
• Establishing Support Networks with relevant Stakeholders;
• Planning, Budgeting and Reporting.

MINIMUM REQUIREMENTS:
• A recognized degree plus a specialized qualification in Special Education/Inclusive Education;
• At least three (3) years relevant work experience;
• Knowledge of National Inclusive Policy and relevant legislative laws and psycho-social issues;
• Skills to provide guidance to relevant staff members, support learners with special needs, implement counselling support services, case management, working with the youth, (families, wider and culturally diverse communities);
• Good interpersonal relations, effective communication, emotional resilience in dealing with challenging situations/behaviors, good organizational, problem-solving and analytical skills, creativity, innovativeness, ability to work under pressure, form and maintain appropriate relationship

Please apply in writing to:
The Human Resources Officer,
Private Bay 15008
Katutura
By Hand at:
The Namibian College of Open Learning,
Yetu Yama Centre
MSS Building
Katutura

Please apply in writing to:
Telephone enquiries:
(061) 320 5238/5343

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

The closing date for applications is: 13 March 2018.