The Namibian College of Open Learning is an educational institution established by an Act of Parliament (Act 1 of 1997) 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: Manager: Assessment and Certification

DEPARTMENT: Learner Support

DUTY STATION: Windhoek, Head Office

PATRON JOB GRADE: D3

The Manager: Assessments and Certification reports to the Deputy Director: Learner Support.

JOB PURPOSE:
The position is responsible for the management and administration of assessments and certification processes of programmes offered at the College.

KEY PERFORMANCE AREAS
1. Development of Systems, Policies and Procedures;
2. Managing the Development of Assessment Tools;
3. Managing Assessments Processes;
4. Managing Administration of Assessment Marks;
5. Managing Certification Process;
6. Recruitment; Managing Human & Financial Resources;
7. Stakeholder Engagement, Planning, Budgeting and Reporting.

JOB REQUIREMENTS
• A recognized Master’s Degree in Education or related discipline;
• At least 3 years of relevant experience of which two (2) years are in ODL.
• A code B Drivers’ licence valid in Namibia.

COMPETENCIES
Knowledge:
NAMCOL Act, Education Act, NQA Act, NTA Act, Assessment Policies and other related policies.

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

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) referees.

NB: Foreign qualifications should be accredited by NQA.

The College offers attractive remuneration supplemented by fringe benefits. Interested individuals meeting the requirements of this position, particularly women, persons with disabilities and from marginalised communities are encouraged to apply by submitting a resume and cover letter highlighting their professional background.

A zipped/compressed folder should be emailed to:
hr@namcol.edu.na

Telephone enquiries:
(061) 320 5235/38/63

Persons with disabilities, women and persons from marginalized communities are encouraged to apply. Only shortlisted candidates will be contacted. While we appreciate the interest of all applicants those who have not contacted by 31 August 2020, should consider that there will be no follow-up on their applications.

The closing date for applications is: 16 July 2020 at 16h00.