

## VACANCIES

## OFFICE OF THE REGISTRAR

**Contact person:** Mr Khumalo Kapelwa at +264 61 207-2082, e-mail: kkapelwa@polytechnic.edu.na

## CENTRE FOR OPEN AND LIFELONG LEARNING (COLL)

Writers for Distance Education Instructional Material  
(Part-Time Positions)

COLL has vacancies for Writers in the following courses:

**Bachelor of Business Administration  
(4th year level courses):**

*International Business Management: Analysis*  
*International Business Management: Planning & Control*

**Bachelor of English (1st year level courses):**

*The Study of Prose*

**Bachelor of Communication (1st year level courses):**

*Organisational Communication*  
*Group Dynamics & Communication*

**Bachelor of Communication (2nd year level courses):**

*Web Communication*  
*Specialised Writing*

**Bachelor of English (2nd year level courses):**

*Theory & Practice of Poetry*  
*Literary Criticism*

**Bachelor of Communication (3rd year level courses):**

*Legal & Ethical Issues in Communication*  
*Management Communication*  
*Persuasion & Propaganda*  
*Media Communication*  
*Rhetoric & Constitutional Discourse*

**Bachelor of English (3rd year level courses):**

*Psycholinguistics*  
*Semantics*  
*English as a Second Language*  
*African Literature*

**Requirements**

A Master's degree in the relevant specialisation. Experience with writing of distance education instructional material for tertiary level students will be an advantage. Computer literacy and ability to use Microsoft templates will also be an advantage.

**Job description**

Writers will be responsible for developing the instructional material (study guide, reader, first tutorial letter, assignments). The writer will liaise with course team members (content editor, instructional designer, language editor and quality controller) to develop instructional material according to approved syllabi and the COLL House Style Manual. The successful candidate will be expected to produce the final instructional material by 16 October 2010 for first semester courses, and 01 March 2011 for second semester courses.

**Only short-listed candidates will be contacted.** No documents will be returned.

**Closing date:** 30 April 2010.

**Date of assumption of duties:** As soon as possible.

**Remuneration:** As per approved tariff list.

**Application procedure:** Applications in writing, accompanied by a curriculum vitae, giving full details of work experience and three referees, should be submitted to: The Manager: Human Resources, Polytechnic of Namibia, Private Bag 13388 or 13 Storch Street, Windhoek, NAMIBIA, fax +264 61 207-2444 or e-mail: hr@polytechnic.edu.na

