



Republic of Namibia



Namibian Correctional Service

Ministry of Home Affairs, Immigration, Safety and Security

Enquiries: COMM MS Mulisa
Tel No: (+264 61) 284 6111
Fax No: (+264 61) 238469

Office of the Commissioner-General
Namibian Correctional Service
Private Bag 13281
Windhoek
Namibia


My Ref: 11/S.4/1/12 Your Ref:

TO : HEADS OF SUB-DEPARTMENTS
HEADS OF DIRECTORATES: CG'S OFFICE

FROM : ART HAMUNYELA *Kaefone*
COMMISSIONER-GENERAL

DATE : 04 FEBRUARY 2022

SUBJECT : EXTERNAL ADVERTISEMENT OF VACANT POSITIONS
UNDER THE SUB-DEPARTMENT: REHABILITATION AND
REINTEGRATION



The Namibian Correctional Service has one (7) vacant positions under the Sub-Department: Rehabilitation and Reintegration.

You are instructed to inform correctional officers who meet the requirements to apply and forward the advertisement to the Regional Council Offices to be placed on their notice boards for the candidates who meet the requirements to apply. Applications should reach the Directorate: Human Resource Management, for attention A/COMM L Simeon. **The closing date is 28 February 2022.** (See the attached advert).



REPUBLIC OF NAMIBIA

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

DEPARTMENT: NAMIBIAN CORRECTIONAL SERVICE

EXTERNAL ADVERTISEMENT VACANCIES

Post Designation : Senior Superintendent – Grade 6 (Vocational and Educational Training Services)
1 x Post : National Head Quarters, Windhoek
Salary Scale : N\$ 328 139 - N\$392 158
Salary Notch : N\$ 328 139 per annum
Housing Allowance : N\$ 13 080 per annum
Transport Allowance : N\$ 7 680 per annum

Minimum Requirements:

An appropriate Bachelor's Degree (honours) in training technical subjects/trades (NQF Level 8) plus 5 years of appropriate experience in the management and coordination of technical subjects/trades and/or activities.

Key responsibilities:

- Participating in the planning, development and the implementation of vocational trades, including the Basic Pre-vocational Course;
- Monitoring and evaluating the implementation of the Namibian Correctional Service (NCS) objectives as provided in the Vocational Education and Training Policy;
- Participating in the strategic planning, development, and implementation of correctional strategies;
- Collecting data and maintaining a comprehensive database on the inmates participating in vocational programmes;
- Facilitating the implementation of the Technical Vocational Education and Training national curricular;
- Evaluating the performance of Vocational Training Coordinators, Instructors and Assistant Instructors;
- Providing guidance and direction to Vocational Instructors and Production Supervisors in Vocational Training and Production Workshops;
- Promoting good relationships with external stakeholders;

*All official correspondence must be addressed to the Commissioner-General,
Namibian Correctional Service*

- Overseeing inmate trainees' job shadowing and job attachments;
- Ensuring that workshop officers and inmates are inducted on the Occupational Health and Safety Policy.

Knowledge, Skills and Experiences:

- Knowledge of the rules, regulations, procedures and protocol applicable in the correctional facilities;
- Strong planning and analytical skills along with excellent time management;
- Proficiency in Microsoft Office suites; Word, Power Point, Excel, Databases;
- Monitoring and Evaluation, report writing and presentation skills.
- Leadership skills and ability to work with and through others.

Closing date 28 February 2022

Applications: Applications must be submitted on form 156043 (Public Service Application form) obtainable from any Public Service Office/Ministry/Agency and must be accompanied by a comprehensive CV, confirmation of probation letter, certified copies of educational qualifications and other relevant documents (not older than 3 months). Should you decide to apply for more than one post, please submit a separate application for each post. Applications should be forwarded to the office of the Commissioner-General, Private Bag 13281, Windhoek or hand delivered at Brendan Simbwaye Square, Goethe Street, Block B, 5th-Floor Room 532, Namibian Correctional Service, National Headquarters.

General enquiries can be addressed to: **D/COMM A Nangombe or A/COMM L Simeon at telephone number 061-284 6390/6365.**

Please take note that only short-listed candidates will be conducted. If you have not been contacted within three (3) weeks of the closing date of the advertisement, please accept that your application was unsuccessful.

Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcome on these checks, which include security vetting, qualification verification, and criminal records. Successful candidate will be required to undergo job-specific trainings and basic correctional service training.





REPUBLIC OF NAMIBIA

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

DEPARTMENT: NAMIBIAN CORRECTIONAL SERVICE

EXTERNAL ADVERTISEMENT
VACANCIES

Post Designation	: Superintendent Grade 7 (Mental Health Officer)
1x Post	: Oluno Correctional Facility
Salary Scale	: N\$ 220 828- 263 911
Salary Notch	: N\$ 220 828 per annum
Housing Allowance	: N\$ 13 080 per annum
Transport Allowance	: N\$ 7 680 per annum

Minimum Requirements:

- An Honour's Degree (NQF Level 8) in Occupational Therapy, Social Work or Clinical Psychology (Bachelor of Psychology - B. Psych), from a recognised university.
- Registration with the Health Professions Council of Namibia (HPCNA) as an Occupational Therapist, Social Worker or Psychological Counsellor.
- Applicants should have a good command of English, good communication and writing skills and be computer literate.

Experience:

- Experience in counselling or therapeutic work with hard to serve or resistant clients with mental health conditions, psychiatric patients or State President Decision (SPD) patients is an added advantage;
- Relevant experience within a correctional environment would be considered an asset;

Language Proficiencies:

- Proficiencies in local languages, especially Oshiwambo, Khoekhoegowab and Afrikaans will be an advantage.

Key Responsibilities include, but are not limited to:

- Collaborating in the development, implementation and evaluation of psychological and rehabilitation services.
- Coordinating the provision of rehabilitation services to offenders with mental health conditions and SPD patients.
- Collaborating with external partners in the provision of rehabilitation services to inmates.
- Preparing and submitting reports concerning the rehabilitation of inmates.
- Providing assistance and direction to other correctional staff in the management of cases and referring inmates with mental health conditions and SPD patients to the Clinical Psychologist or to external service providers, as required.
- Delivering rehabilitation interventions to inmates.
- Participating in the identification of staff training needs and developing and implementing strategies to respond to the identified training needs.
- Collecting and analyzing statistical data on State Presidential Decision (SPD) patients
- Establishing contacts and networks with external stakeholders to ensure that inmates optimally benefit from resources in the community to support their reintegration into society.

Closing date 28 February 2022

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DEPARTMENT: NAMIBIAN CORRECTIONAL SERVICE

EXTERNAL ADVERTISEMENT
VACANCIES

Post Designation : Superintendent Grade 7
Community Supervision Regional Supervisor
1x Post : Central Region (Windhoek)
Salary Scale : N\$ 269 189- 321 707
Salary Notch : N\$ 269 189 per annum
Housing Allowance : N\$ 13 080 per annum
Transport Allowance : N\$ 7 680 per annum

Minimum Requirements:

- Bachelor's Degree from a recognised university in Clinical Psychology or Social Work. For psychology graduates; Bachelor of Psychology (B. Psych.), Bachelor of Arts/Science: Clinical Psychology (Single Major) or Bachelor of Arts/Science: Clinical Psychology (Double Major). Or 4 or more years of relevant experience relating to Community Supervision.
- Applicants should have a good command of English, good communication and writing skills and be computer literate.
- Code B Drivers' Licence

Key Activities:

- Ensuring the supervision of Community Supervision officers as per established provisions;
- Developing and maintaining effective working relationships with various community-based stakeholders;
- Ensuring that appropriate procedures regarding case management, supervision level reviews and other aspects relating to offender supervision are being followed in accordance with existing provisions;
- Monitoring the work of Community Supervision officers to ensure that they meet acceptable professional standards;
- Assigning supervision caseloads to Community Supervision officers in an efficient and effective manner;

- Maintaining an up to date database with critical information regarding all conditionally released offenders within the region;
- Guiding and assisting Community Supervision Officers to ensure enhanced performance;
- Identifying issues and concerns related to Community Supervision within the region and developing appropriate operational strategies to address issues and concerns.
- Perform related work as required.

Personal Suitability:

- Result-orientated
- Adaptable
- Sensitivity to diversity
- Interpersonal relationship skills

Closing date 28 February 2022

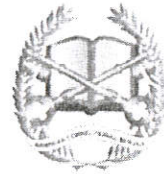
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General enquiries can be addressed to: **COMM M Tjiroze** or **A/COMM L Simeon** at telephone number **061-284 6202/6365**.

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DEPARTMENT: NAMIBIAN CORRECTIONAL SERVICE

**EXTERNAL ADVERTISEMENT
VACANCIES**

Post Designation	: Chief Correctional Officer Grade 9 Fashion and Fabrics, Clothing Production-Workshop Manager
1 x Post	: Windhoek Correctional Facility
Salary Scale	: N\$180 505-N\$216 499
Salary Notch	: N\$180 505 per annum
Housing Allowance	: N\$ 10 464 per annum
Transport Allowance	: N\$ 7 680 per annum

Minimum Requirements:

An appropriate National Diploma: Vocational Instructor (NQF level 5) and a National Vocational Trade Certificate (NQF Level 3) in Clothing Production plus 2 years relevant experience.

Overall responsibilities:

- Delivering theoretical and practical vocational training in clothing production;
- Promoting prosocial behavior amongst offenders;
- Collecting data and maintain a database on the inmates participating in the vocational trade
- Promoting good workshop management and occupational health and safety.

Knowledge, Skills and experiences:

- Ability to utilise appropriate teaching methods to respond to inmates' unique learning styles;
- Ability to operate specialized workshop equipment;
- Ability to use audio-visual instructional materials;
- Strong planning and time management skills;
- Proficiency in Microsoft Word, Power Point and Excel applications; and
- Monitoring and Evaluation, report writing and presentation skills.

Closing date 28 February 2022

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DEPARTMENT: NAMIBIAN CORRECTIONAL SERVICE

EXTERNAL ADVERTISEMENT
VACANCIES

Post Designation	: Senior Correctional Officer Grade 10 (Community Supervision Officer)
1 x Post	: Hardap Correctional Facility
Salary Scale	: N\$ 147 485 - 176 895
Salary Notch	: N\$ 147 485 per annum
Housing Allowance	: N\$ 10 464 per annum
Transport Allowance	: N\$ 7 680 per annum

Minimum Requirements:

- Bachelor's Degree from a recognised university in Clinical Psychology or Social Work. For psychology graduates; Bachelor of Psychology (B. Psych.), Bachelor of Arts/Science: Clinical Psychology (Single Major) or Bachelor of Arts/Science: Clinical Psychology (Double Major).
- Applicants should have a good command of English, good communication and writing skills and be computer literate.
- A valid driver's licence Code B, two years and older, is a strict requirement.
- Familiarity with the geographical landscape of the region will be a big advantage.

Experience:

- Experience in counselling or therapeutic work with hard to serve or resistant clients will be an asset.
- Relevant experience within a correctional or forensic environment will also be considered an asset.

Language Proficiencies:

- Proficiencies in local languages, especially Afrikaans, Damara/Nama, Otjiherero, and Oshiwambo will be an advantage.

Key Responsibilities: Include, but are not limited to;

- Monitoring offenders to ensure that they comply with their release conditions;
- Providing offenders with on-going support as may be required to help with their successful reintegration;

- Writing professional reports and/or completing required reports to document offenders' progress as it pertains to contraventions, termination of sessions, etc.;
- Making recommendations for referrals of offenders to appropriate community interventions;
- Conducting initial intake assessment interviews;
- Conducting face-to-face supervision sessions with offenders;
- Developing and maintaining effective working relationships with various groups including government departments, community resources/agencies and the media through outreach activities, liaison and community engagement.

Closing date 28 February 2022

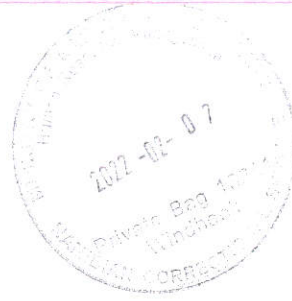
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DEPARTMENT: NAMIBIAN CORRECTIONAL SERVICE

EXTERNAL ADVERTISEMENT VACANCIES

Post Designation : Senior Correctional Officer Grade 10 (Community Supervision Officer)
1 x Post : Gobabis Correctional Facility
Salary Scale : N\$ 147 485 - 176 895
Salary Notch : N\$ 147 485 per annum
Housing Allowance : N\$ 10 464 per annum
Transport Allowance : N\$ 7 680 per annum

Minimum Requirements:

- Bachelor's Degree from a recognised university in Clinical Psychology or Social Work. For psychology graduates; Bachelor of Psychology (B. Psych.), Bachelor of Arts/Science: Clinical Psychology (Single Major) or Bachelor of Arts/Science: Clinical Psychology (Double Major).
- Applicants should have a good command of English, good communication and writing skills and be computer literate.
- A valid driver's licence Code B, two years and older, is a strict requirement.
- Familiarity with the geographical landscape of the region will be a big advantage.

Experience:

- Experience in counselling or therapeutic work with hard to serve or resistant clients will be an asset.
- Relevant experience within a correctional or forensic environment will also be considered an asset.

Language Proficiencies:

- Proficiencies in local languages, especially Afrikaans, Khoekhoegowab, Otjiherero and Setswana will be an advantage.

Key Responsibilities: Include, but are not limited to;

- Monitoring offenders to ensure that they comply with their release conditions;
- Providing offenders with on-going support as may be required to help with their successful reintegration;

- Writing professional reports and/or completing required reports to document offenders' progress as it pertains to contraventions, termination of sessions, etc.;
- Making recommendations for referrals of offenders to appropriate community interventions;
- Conducting initial intake assessment interviews;
- Conducting face-to-face supervision sessions with offenders;
- Developing and maintaining effective working relationships with various groups including government departments, community resources/agencies and the media through outreach activities, liaison and community engagement.

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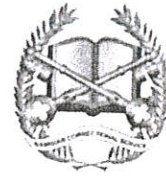
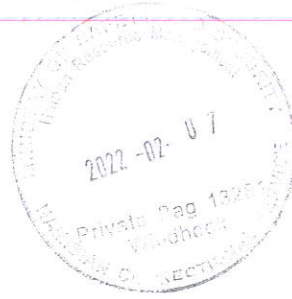
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DEPARTMENT: NAMIBIAN CORRECTIONAL SERVICE

EXTERNAL ADVERTISEMENT
VACANCIES

(a) Post Designation	: Senior Chief Correctional Officer Grade 8 Mental Health Officer
Posts	: 1 x Gobabis Correctional Facility
Salary Scale	: N\$ 220 828- 263 911
Salary Notch	: N\$ 220 828 per annum
Housing Allowance	: N\$ 13 080 per annum
Transport Allowance	: N\$ 7 680 per annum

Minimum Requirements:

- An Honour's Degree (NQF Level 8) in Occupational Therapy, Social Work or Clinical Psychology (Bachelor of Psychology - B. Psych., or Bachelor of Art/Science: Clinical Psychology - Single Major) from a recognised university.
- Registration with the Health Professions Council of Namibia (HPCNA) will be an added advantage.
- Applicants should have a good command of English, good communication and writing skills and be computer literate.

Experience:

- Experience in counselling or therapeutic work with hard to serve or resistant clients with mental health conditions, psychiatric patients or State President Decision (SPD) patients is an added advantage;
- Relevant experience within a correctional environment would be considered an asset;

Language Proficiencies:

- Proficiencies in local languages, especially Oshiwambo, Khoekhoegowab and Afrikaans will be an advantage.

Key Responsibilities include, but are not limited to:

- Collaborating in the development, implementation and evaluation of psychological and rehabilitation services.
- Coordinating the provision of rehabilitation services to offenders with mental health conditions and SPD patients.
- Collaborating with external partners in the provision of rehabilitation services to inmates.
- Preparing and submitting reports concerning the rehabilitation of inmates.
- Providing assistance and direction to other correctional staff in the management of cases and referring inmates with mental health conditions and SPD patients to the Clinical Psychologist or to external service providers, as required.
- Delivering rehabilitation interventions to inmates.
- Participating in the identification of staff training needs and developing and implementing strategies to respond to the identified training needs.
- Collecting and analyzing statistical data on State Presidential Decision (SPD) patients
- Establishing contacts and networks with external stakeholders to ensure that inmates optimally benefit from resources in the community to support their reintegration into society.

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