



## REPUBLIC OF NAMIBIA

### MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

#### NAMIBIAN CORRECTIONAL SERVICE

|                             |   |   |
|-----------------------------|---|---|
| <b>Directorate</b>          | : | <b>Performance Assurance, Monitoring and Evaluation</b> |
| <b>Sub-Division</b>         | : | <b>Data Management</b>                                  |
| <b>Post Designation</b>     | : | <b>Data Management Officer</b>                          |
| <b>Rank</b>                 | : | <b>Senior Chief Correctional officer Grade 8</b>        |
| <b>1 x Post</b>             | : | <b>National Headquarter</b>                             |
| <b>Salary Scale</b>         | : | <b>N\$ 220 828- 263 911</b>                             |
| <b>Salary Notch</b>         | : | <b>N\$ 220 828 per annum</b>                            |
| <b>Housing Allowance</b>    | : | <b>N\$ 13 080 per annum</b>                             |
| <b>Transport Allowance:</b> | : | <b>N\$ 7 680 per annum</b>                              |

**Minimum Requirements:** Diploma in Statistics, Mathematics or related field at least minimum of 2 years' experience in data management or analysis. The candidates should be able to work with large amount of data, have ability to analyse trends, translate data into report and present the findings, able to provide additional supervision for data collection efforts. Have experience with Microsoft Office Applications (including Excel and PowerPoint) and ability to work with diverse in a team oriented environment.

**The candidate will be responsible for** designing and modification of systems and processes, in collaboration with the Directorates and Divisions to ensure quality data bank.

#### **Main Job Tasks, Duties and Responsibilities**

- Create and enforce policies for effective data management
- Devise and implement efficient and secure procedures for data handling and analysis with attention to all technical aspects
- Support others in the daily use of data systems and ensure adherence to legal and organization standards
- Assist with reports and data extraction from OMS when needed
- Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing with new technologies, upgrades
- Guarantee adherence to rules and regulations.
- Regularly monitor and evaluate information on Offender Management Systems that could affect analytical results.
- Responsible for document management systems
- Ensure quality through record verification
- Compile and produce reports as well as keep clear recording of data,
- Manage all incoming data files.
- Continually review and develop data management strategies.

- Assist with recognizing and upholding digital security systems to protect delicate information.

**CLOSING DATE: 17 APRIL 2020**

**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. For more information please contact D/COMM Lyyli Alexander 061-284 6128 or D/COMM Mary Nfwambi and telephone number 061-284 6222, Private Bag 13281.

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.