



REPUBLIC OF NAMIBIA

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

NAMIBIAN CORRECTIONAL SERVICE

Directorate	:	Performance Assurance, Monitoring and Evaluation
Sub-Division	:	Performance Assurance
Post Designation	:	Performance Assurance Officer
Rank	:	Superintendent Grade 7
1 x Posts	:	National Headquarter
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: A diploma in Public Management, Project Management and / or other relevant advanced degree. Proficiency in Microsoft Office applications with Advanced Excel skills. Minimum 2 years of relevant experience in quality assurance. Relevant experience in electronic monitoring and evaluation reporting system, able to conduct impact evaluation study, strong verbal and written communication skills, solid experience in effective usage of data analysis tools and statistical analysis.

Main Job Tasks, Duties and Responsibilities

- Assist in reviewing and updating performance assurance policies and procedures
- Assist in evaluate adequacy of quality assurance standards
- Assist in reviewing the implementation and efficiency of quality and inspection systems
- Assist in conducting inspection of correctional institution management to ensure compliance to standard.
- Draft t internal inspections documentation and other quality assurance activities
- Investigate customer complaints and non-conformance issues
- Analyse data to identify areas for improvement in the quality system
- Develop, recommend and monitor corrective and preventive actions
- Draft communications on the outcomes of quality activities
- Support in evaluate adequacy of quality assurance standards
- Participate in planning and M&E sessions and work to meet deadlines in multiple task environments.

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.