



REPUBLIC OF NAMIBIA

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

NAMIBIAN CORRECTIONAL SERVICE

Directorate	:	Performance Assurance, Monitoring and Evaluation
Sub-Division	:	Planning
Post Designation	:	Planning Officer
Rank	:	Superintendent Grade 7
1 x Post	:	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: Candidates should be in possession of Diploma in Project Management/ Adult Education or any other qualification relating to planning and monitoring and evaluation/ or currently studying towards the above fields. Minimum 3 years of relevant experience in planning, monitoring and evaluation. Have experience in conducting training, and experienced with Microsoft Office Applications.

Main Job Tasks, Duties and Responsibilities

- Work directly with institutions for organisational performance improvement
- Participate in planning and M&E sessions and ability to work to meet deadlines in multiple tasking environments.
- Organise the development of Strategic and Annual Plans
- Prepare staff training programs and provision of mentoring and support.
- Organise the planning and review sessions
- Assist in developing training materials
- Assist in conduct trainings
- Conduct regular appraisals of staff, provide feedback and suggestions for improvement of their performance.
- Facilitate the submission of weekly and quarterly reports

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.