



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	:	Quality Assurance Officer
Rank	:	Senior Superintendent Grade 6
1 x Posts	:	National Headquarter
Salary Scale	:	N\$ 328 139- 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: Bachelor Degree or Postgraduate Diploma in Project Management/ Adult Education/Education for development. Minimum 5 years of relevant experience in quality assurance. A candidate should be able to conduct quality inspection, auditing and testing experience, product or industry-specific experience, strong analytical and critical thinking skills, strong presentation skills, fluency in English, spoken, written, reading and comprehension. Be familiar with strategic and annual planning development. Have experience with Microsoft Office Applications.

Main Job Tasks, Duties and Responsibilities

- Review and update performance assurance policies and procedures
- Interpret and implement performance assurance standards and procedures
- Evaluate adequacy of quality assurance standards
- Devise sampling procedures and directions for recording and reporting quality data
- Review the implementation and efficiency of quality and inspection systems
- Plan and conduct inspection of correctional institution management to ensure compliance to standard.
- Document internal inspections and other quality assurance activities
- Investigate customer complaints and non-conformance issues
- Analyse data to identify areas to improve quality in the corrections system
- Develop, recommend and monitor corrective and preventative actions
- Prepare reports to communicate outcomes of quality activities
- Prepare staff training programs and provision of mentoring and support.
- Assist in developing training materials relating to quality assurance
- Ensure quality of Strategic and Annual Plans
- Prepare submissions
- Assure ongoing compliance with quality and industry regulatory requirements

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.