



Republic of Namibia



Namibian Correctional Service

Ministry of Home Affairs, Immigration, Safety and Security

DEPARTMENT: NAMIBIAN CORRECTIONAL SERVICE

EXTERNAL ADVERTISEMENT VACANCIES

Post Designation	: Chief Correctional Officer Grade 9
Posts	: Windhoek Correctional Facility
	: 1x Assistant Vocational Instructor: Engineering Science/Drawings
	: 1x Assistant Vocational Instructor: Building Science/Drawings
Posts	: Divundu Correctional Facility
	: 2x Assistant Vocational Instructor: Agriculture
Salary Scale	: N\$ 204 977- N\$ 245 851
Salary Notch	: N\$ 204 977.00 per annum
Housing Allowance	: N\$ 13 944.00 per annum
Transport Allowance	: N\$ 10 512.00 per annum
Remoteness Allowance	: N\$ 9 000.00 per annum (Divundu Correctional Facility)



Minimum Requirements:

- A Diploma: TVET Trainer (NQF L6) and a Diploma in Agriculture (NQF L6), for positions of Assistant Vocational Instructor: Agriculture.
- A Diploma: TVET Trainer (NQF L6) and a National Certificate: Mechanical Engineering in Fitter Machinery or Welding and Metal Fabrication or in Electrical Engineering N6 (NQF L5) for the position of Assistant Vocational Instructor: Engineering Science/Engineering Drawings.
- A Diploma: TVET Trainer (NQF L6) and a National Certificate: Building and Civil Engineering N6 (NQF L5) for the position of Assistant Vocational Instructor: Building Science/Building Drawings.
- An applicant should have a good command of English, good communication and writing skills and be computer literate.

Experience:

- Relevant experience of at least 2 years within a TVET training environment will be considered an asset.
- Relevant experience within a correctional environment would be considered as an added advantage.

Key Responsibilities include, but are not limited to:

- Implements the Vocational and Education Training policy;
- Prepares and assist with practical vocational training activities;
- Dismantles practical setup after completion of demonstrations;
- Promotes appropriate behaviour change amongst inmates;
- Conduct searches for additional required information;
- Participates in the planning and enrolment of inmates;
- Facilitates and invigilates internal and external assessment;
- Maintains participating and performance of inmates in vocational training programmes;
- Fosters good workshop management and occupational health and safety, and;
- Collaborates with stakeholders to enhance vocational training programmes delivery.



Closing Date: 17 July 2026

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, certified copies of educational qualifications (certification of copies should not be older than 3 months) and other relevant documents. **Qualifications obtained from foreign institutions must be accompanied by evaluation of qualification letter from NQA.**

Application should be forwarded to the office of the Commissioner-General, Namibian Correctional Service, Private Bag 13281, Windhoek, attention: Human Resource Management or hand delivered at Brendan Simbwaye Square, Goethe Street, Block b, 5-Floor Room 500, Namibian Correctional Service, National Headquarters.

General enquiries can be addressed to: **D/COMM AT Nangombe - 0819546042 or D/COMM MN Nfwambi - 0819546068**

Applicants must note that security vetting, body checking for visible tattoos and qualification verification will be conducted and that their appointment is subject to positive outcome of these checks. Successful candidates will be required to undergo job-specific training as well as mandatory basic training.

Note: Only shortlisted candidates will be contacted, and documents will not be returned.