



## REPUBLIC OF NAMIBIA

Namibian Correctional Service

### Ministry of Home Affairs, Immigration, Safety and Security

#### NAMIBIAN CORRECTIONAL SERVICE

|                       |   |                                                                       |
|-----------------------|---|-----------------------------------------------------------------------|
| Post Designation      | : | Chief Correctional Officer Grade 9<br>(Religious Care and Chaplaincy) |
| Posts                 | : | 1 x Evaristus Shikongo Correctional Facility                          |
| Salary Scale          | : | N\$ 204 977-245 851                                                   |
| Salary Notch          | : | N\$ 204 977                                                           |
| Housing Allowance     | : | N\$ 13 944 per annum                                                  |
| Remoteness Allowance: | : | N\$ 9 000 per annum                                                   |
| Transport Allowance : | : | N\$ 10 512 per annum                                                  |



#### 1. Overview of position:

Providing Religious Care and Chaplaincy in correctional institutions is a specialized field that focuses on spiritual and emotional support to incarcerated individuals, as well as staff members and their immediate families. Religious Care and Chaplaincy officers work in correctional institutions, jails, and juvenile detention centers. Their primary role is to address the religious and spiritual needs of inmates and promote rehabilitation and well-being within the correctional environment.

#### 2. Minimum Requirements:

- Diploma in Theology or Religious Studies or Biblical Studies or Pastoral Counselling at (NQF Level 6) or 4 year Bachelor's degree in Theology (NQF L7) from a recognised Institution.
- Ordained/Inducted and holding a certification (License) from a recognized religious institution or governing body.
- Five (5) years of experience in providing religious or spiritual services, particularly in a parish, correctional or institutional setting.

#### 3. Additional requirements:

- Should have a clean criminal record or be subjected to rigorous screening processes.
- Sensitive to and respectful of various faith traditions and total humanity.
- Effective communication and interpersonal skills.
- Adherence to a strict code of ethics and maintain a high level of professionalism.
- Applicants trained in crisis intervention and de-escalation techniques to deal with potentially volatile situations within the facility will receive preference.
- Applicants should have a good command of English, good communication and writing skills and be computer literate.

- Not have visible tattoos on their bodies when wearing the Namibian Correctional Service uniform
- Applicant's Denomination should be affiliated with either Council of Churches in Namibia (CCN), Seventh Day Adventist (SDA) (Northern and Southern Conference), ENOSI Christian Churches of Namibia previously known as Association of Charismatic and Pentecostal Churches in Namibia (ACPCN) or related recognised faith body in the country.

#### 4. Key Performance Areas

- Liaison/Mobilisation with internal and external stakeholders;
  - Development of religious care and chaplaincy educational materials;
  - Promotion of religious care and chaplaincy services to inmates and officers;
  - Delivery of religious care services and programmes;
  - Maintaining and controlling religious care and chaplaincy educational materials;
  - Coordination of external service delivery
  - Referral to external service provision
- Monitoring and Evaluation

##### 3.1 Key Responsibilities: Include, but are not limited to;

- Offer religious services and counselling to inmates, facilitate religious programmes and worship services to address their spiritual needs.
- Provide one-on-one and group counselling to inmates, helping them navigate their religious or moral concerns and offering emotional support.
- Be knowledgeable about various faith traditions and respectful of the diverse religious backgrounds of inmates, ensuring that everyone's beliefs are accommodated.
- Provide emotional and spiritual support during crises, such as suicides, personal emergencies, or intuitional disturbances.
- Design and lead programs that support inmates' rehabilitation, addressing criminogenic needs, life skills, and responsible decision-making.
- Help inmates explore moral and ethical issues, guiding them toward personal growth and responsible behavior.
- Offer counseling and emotional support to correctional staff who may experience stress, burnout, or moral dilemmas in their work.
- Mediate conflicts among inmates or between inmates and staff, using interpersonal skills and understanding of religious principles.
- Play a crucial role in assisting with end-of-life and bereavement issues for both inmates and staff.
- Ensure that inmates have access to religious materials and practices in accordance with their beliefs while adhering to facility security protocols.
- Work with local religious and faith-based community organisations to provide resources and support for inmates upon their release, helping with housing, employment, and other reintegration needs.
- Advocate for the religious rights and needs of inmates within the correctional system, ensuring that their rights are respected.
- Operate within the security protocols of the facility, adhering to rules and regulations, and sometimes obtaining security clearances.
- Keep records of their interactions with inmates and often report on the spiritual needs and challenges within the facility.



**5. Experience:**

- Religious services and worship
- Pastoral counselling
- Religious education
- Crisis intervention and support
- Ethical and Moral Guidance
- Interfaith Engagement
- Support for Staff Members and their family
- Community Engagement and Outreach

**6. Knowledge required:**

- Religious and Spiritual knowledge
- Counselling and psychology
- Correctional policies and procedures
- Ethical and Moral Philosophy
- Substance Abuse and Mental Health
- Conflict Resolution

**7. Skills:**

- Active Listening
- Counselling
- Crisis intervention
- Cultural competency
- Interfaith communication
- Group facilitation
- Conflict resolution
- Integrity

**8. Abilities:**

- Empathy
- Cultural sensitivity
- Adaptability
- Ethical integrity
- Resilience
- Effective communication
- Teamwork

**9. Language Proficiencies:**

- Proficiencies in local languages, especially Rukwangali, Thimbukushu, Otjiherero, Afrikaans, Oshiwambo, Khoekhoegowab, Damara/Nama, and Silozi will be an advantage.



**Closing Date: 24 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, endorsement letter from the Ecclesiastical/Religious body, certified copies of letters of ordination and license, certified copies of educational qualifications and any other relevant documents. Qualifications obtained from foreign institutions must be accompanied by an evaluation of Qualification letter from NQA.

Applications must be forwarded to the Commissioner-General, Namibian Correctional Service, Private Bag 13281, Windhoek or hand delivered at the Namibian Correctional Service Headquarters: Brendan Simbwaye Square, Goethe Street, Block B, 5th floor, Room 500.

Correspondence will only be conducted with the short-listed candidates and no documents will be returned.

Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security vetting, qualification verification, and criminal records.

The successful candidates will be required to undergo job-specific training and a mandatory three (3) months basic training for professionals of the Namibian Correctional Service.

Contact persons: General inquiries can be addressed to **D/COMM MN Nfwambi: +264 819546086** or **D/COMM S. Theron: + 264 81 954 6054.**

