



Republic of Namibia



Namibian Correctional Service

Ministry of Home Affairs, Immigration, Safety and Security

DEPARTMENT: NAMIBIAN CORRECTIONAL SERVICE

EXTERNAL ADVERTISEMENT VACANCY

Post Designation	: Senior Chief Correctional Officer (Grade 8)
Post	: 2 x HIV/AIDS Skills Trainer 1 x Evaristus Shikongo Correctional Facility 1 x Divundu Correctional Facility
Salary Scale	: N\$ 250 767 – N\$299 691
Salary Notch	: N\$ 250 767.00
Housing allowance	: N\$ 17 424 per annum
Transport allowance	: N\$ 10 512 per annum
Remoteness Allowance	: N\$ 9 000.00 per annum (Evaristus Shikongo Correctional Facility) : N\$ 13 800 per annum (Divundu Correctional Facility)

Minimum Requirements:

- A Certificate in HIV/AIDS Management (NQF L5) PLUS a Diploma: TVET Trainer (NQF L6) / a senior primary or secondary education teaching qualification at NQF L6 or equivalent.

Experience:

- Relevant experience of at least 3 years within a teaching/training of HIV/AIDS environment is required.

Language Proficiencies:

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

Key responsibilities include, but not limited to:

- Implementing the Vocational Education and Training policy;
- Preparing and delivering theoretical sessions and class work activities;
- Designing and administering formative and summative assessments;
- Evaluating training effectiveness and assessing competency of trainees;
- Supervising independent work, group projects, and field placements' training;
- Providing individualized instruction and tutorial or remedial instruction;
- Collecting and maintaining data of trainee performance and progress;
- Fostering good workshop/ classroom management and safety measures;
- Participating in institutional planning and placement of inmates into suitable trades;
- Collaborating with external stakeholders in the delivery of vocational training;

- Conducting health promotion, awareness raising initiatives on subject related issues; and,
- Carrying out any other duties as may be assigned by the supervisor.

Closing Date: 12 October 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, confirmation of probation letter, certified copies of educational qualifications and any other relevant documents. An applicant applying for more than one position should apply for each position separately. Qualifications obtained from foreign institutions must be accompanied by an evaluation of Qualification letter from the NQA.

Contact persons: **D/COMM AT Nangombe - 081 9546042 or D/COMM M Nfwambi – 0819546068**

Applications must be forwarded to Ministry of Home Affairs, Immigration, Safety and Security, 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.

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.

Note: Only shortlisted candidates will be contacted.





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Ministry of Home Affairs, Immigration, Safety and Security

DEPARTMENT: NAMIBIAN CORRECTIONAL SERVICE

EXTERNAL ADVERTISEMENT VACANCY

Post Designation	: Chief Correctional Officer-Grade 9 (Assistant Vocational Instructor)
Post	: 3 x Agriculture Production 1x Farm Machinery and Infrastructure 1 x Horticulture and Crop Husbandry 1 x Livestock Husbandry
	: Evaristus Shikongo Correctional Facility
Salary Scale	: N\$ 204 977 - N\$245 851
Salary Notch	: N\$ 204 977.00
Housing Allowance	: N\$ 13 944.00 per annum
Transport Allowance	: N\$ 10 512.00 per annum
Remoteness Allowance	: N\$ 9000.00 per annum

Minimum Requirements:

- A Diploma in Agriculture (NQF L6) PLUS a Diploma: TVET Trainer (NQF L6) / a Diploma in Secondary Education Professional Training (NQF L7) or equivalent.

OR

- A Diploma in Secondary Education specialized in Agriculture at NQF L7 or equivalent

Other requirements

- A good command of English, good communication and writing skills and computer literacy.

Experience:

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

Key responsibilities include but not limited to:

- Implementing the Vocational and Education Training policy;
- Preparing and assisting with practical vocational training activities;
- Promoting appropriate behaviour change amongst inmates;
- Conducting searches for additional required information;
- Planning and preparing enrolment of inmates into the programme;
- Facilitating and invigilating internal and external assessment;
- Maintaining participation and performance of inmates in vocational training programmes;

*All official correspondence must be addressed to the Commissioner-General,
Namibian Correctional Service*

- Conducting health promotion, awareness raising initiatives on subject related issues; and,
- Carrying out any other duties as may be assigned by the supervisor.

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