

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

DEPARTMENT OF NAMIBIAN POLICE FORCE DIRECTORATE: NAMIBIAN POLICE FORENSIC SCIENCE INSTITUTE DIVISION: MANAGEMENT OF SCIENTIFIC COMPONENT

Post Designation : Chief Forensic Scientist Grade 5 (Questioned documents Digital Forensics Division) **(Re-Advertisement)**
1 x Post : Windhoek (NPFSI)
Salary Scale : N\$ 432,601–N\$ 517,195
Housing Allowance : N\$ 17,424 per annum
Motor Vehicle Benefits : N\$ 85,063 per annum

Minimum Requirements: Be in possession of a four-year bachelor's degree (NQF 8) or equivalent qualification majoring in one of the following fields, Forensic Science, Questioned Documents, Computer Science, Cybercrime and/or Digital Forensics

- At least four years of appropriate experience in Forensic Questioned Documents/Digital Forensics, Cybercrime Investigations, or computer analysis and/or data extraction work
- Proven history of forensic case work and expert forensic testimony in courts of law will be an advantage
- At least two (2) years of experience in a supervisory role
- Valid driver's license
- Computer literate

Applicants in the Public Service must attach a letter of confirmation of probation.

Main Duties:

- Organize, plan, supervise and direct all the resources of the Questioned document/Digital Forensic Division of the NPFSI
- Prepare budgets and develop funding recommendations
- Recommend and finalize standards and criteria to be followed by law enforcement officials, attorneys and others on laboratory analyses, report interpretations, policies, and procedures.
- Present scientific/technical information at public hearings, educational forums, and media events.
- Maintains records, prepare reports and composes correspondence relative to work.
- Provides training for developing level specialists and or laboratory scientists in laboratory examinations, reporting and testifying procedures.
- Develops training programs for all levels of police officers and laboratory scientists in the evaluation and interpretation of physical evidence.
- Testifies in court as an expert witness.
- Develops research pertinent to laboratory analysis within the unit and participate in the more difficult casework.
- Studies scientific journals and provides motivation and direction for developing new laboratory techniques and improvement of existing techniques.
- Understanding and implementing the operational processes of the laboratory into the LIMS (Laboratory Information Management System) and creating user manuals.

- Manages the administrative, business, and technical affairs of the Questioned Document/Digital Forensic Division at the NPFSI.
- Functions as a liaison for laboratory with related governmental and nongovernmental agencies.
- Responsible for the overall performance of the Questioned Document/Digital Forensic Scientific Division to ensure optimal production output.
- In all the above matters accountable to the Deputy Director and the Head of the Namibian Police Forensic Science Institute.

DEPARTMENT OF NAMIBIAN POLICE FORCE
DIRECTORATE: HUMAN CAPITAL MANAGEMENT DIRECTORATE
DIVISION: MANAGEMENT DIVISION

Post Designation	:	Chief Human Resource Practitioner Grade 6
1xPost	:	Windhoek (HCMD)
Salary Scale	:	N\$354, 883–N\$ 424, 119
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N \$10, 512 per annum

Minimum Requirements: Be in possession of a National Diploma in Human Resources Management or equivalent qualification at NQF Level 6 plus (six) 6 years appropriate experience in the field of Human Resources Management of which (four) 4 years must be at the level of Senior Human Resources Practitioner Grade 7.

Applicants in the Public Service must attach a letter of confirmation of probation.

Main duties:

- Interpret and ensure implementation of human resource policy guidelines.
- Process applications for pension admissions, amendments and withdrawals.
- Coordinate the calculation and preparation of individual notices regarding salary increments, service bonuses, salary adjustments, occupational differentiation, overtime and leave gratuity.
- Obtain approval for appointments, pension admissions/withdrawals, leave/leave gratuity, housing loan scheme, housing subsidy, allowances, medical aid scheme,
- Confirmation/extension of probation, transfer, translations, secondments, resignations, departmental debts, abscondments and demises, removal of furniture and retirements etc.
- Coordinate the Preparation of letters confirming appointments and or extension of probation.
- Attend to personnel audit queries.
- Maintain leave and staff records of all personnel.
- Provide input to human resource reports and the compilation thereof.
- Handle human resources enquiries.

DEPARTMENT OF NAMIBIAN POLICE FORCE
DIRECTORATE: FINANCE DIRECTORATE
DIVISION: BUDGET, DSA, RECONCILIATIONS AND CLAIMS

Post Designation	:	Senior Accountant grade 7
1xPost	:	Police National Headquarters, Finance Directorate (Division: Budget, DSA, Reconciliations and Claims)
Salary Scale	:	N\$291, 128 –N\$ 347, 926
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirement: A Bachelor Degree in Accounting and Finance at NQF 7 and 3 years appropriate working experience in Daily Subsistence Allowance module in Integrated Financial Module System (IFMS).

Job Description:

- Receiving and verification of DSA expenditure authorization and advances from the Regions;
- Receiving incoming DSA submissions, advances and claims from the Regions and Directorates;
- Approving of DSA advances, DSA claims, journals and refund payments transactions both on Integrated Financial Management System; Reconciling S&T advances and claims against the payment on Integrated Financial Management System; Reconcile S&T suspense accounts

**DEPARTMENT OF NAMIBIAN POLICE FORCE
DIRECTORATE: FINANCE DIRECTORATE
DIVISION: PAYROLL, ACCOUNTS PAYABLE AND RECEIVABLE**

Post Designation	:	Senior Accountant grade 7
2xPosts	:	Police National Headquarters
Salary Scale	:	N\$291, 128 –N\$ 347, 926
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum Requirement: A Bachelor Degree in Accounting and Finance at NQF 7 and 3 years appropriate working experience in Payroll module in Integrated Financial Module System (IFMS).

Job Description:

- Receive advices verify them and assign tasks or directives, to subordinates;
- Reconcile PAYE 5's for Management Cadres.
- Control payroll expenditures to prevent over- or under-spending
- Approve and verify payroll deductions and allowances.
- Ensure all debts deduction (over 12 months) have proper Treasury authorization.
- Address audit queries including debts to government
- Issue T/9 payments for disability to GIPF (Government Institutions Pension Fund).
- Verify and authorize claims for payment out of revenue.
- Compile and submit requests to Treasury for salary re-activation.

**DEPARTMENT OF NAMIBIAN POLICE FORCE
DIRECTORATE: GENDER AND WELFARE DIRECTORATE**

Post Designation	:	Senior Social Worker grade 7
3xPosts	:	Erongo Police Regional Headquarters Omaheke Police Regional Headquarters //Karas Police Regional Headquarters
Salary Scale	:	N\$291, 128 –N\$ 347, 926
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N\$10, 512 per annum

Minimum requirements:

A Bachelor Degree in Social Work and registration as a Social Worker with the Social Work and Psychology Council of Namibia with receipt of paid-up registration or a renewed card. Plus approximately four (4) years' experience in social work. Must be in possession of a valid driver's license and willingness to obtain authorization to drive a GRN vehicle (if not in position of one already).

Candidates employed in the Public Service must attach letter of confirmation of probation. Candidates from outside the public service must attach proof of current job level. Be willing to work in uniform environment, be willing to work in the organization of +/- 18 000 workforce.

**DIRECTORATE: NAMIBIAN POLICE FORENSIC SCIENCE INSTITUTE
DIVISION: NAMIBIAN POLICE CRIME RECORDS BUREAU**

Post Designation	:	Chief Administrative Officer Grade 8
1xPost	:	Windhoek (NPFSl)
Salary Scale	:	N\$ 238, 825 – N\$ 285, 420
Housing Allowance	:	N\$17, 424 per annum
Transport Allowance	:	N \$ 10, 512 per annum

Minimum requirements:

Minimum requirements: A National Diploma or equivalent qualification (NQF Level 6) plus three (3) years appropriate experience. Applicants in the Public Service must attach a letter of confirmation of probation.

DEPARTMENT OF NAMIBIAN POLICE FORCE

Post Designation	:	Kitchen Supervisor Grade 13
10xPosts	:	1 x Otjomuise Police Station 1 x Wanaheda Police Station 1 x Trans-Kalahari Police Station 1 x Grootfontein Police Station 1 x Oshakati Police Station 1 x Opuwo Police Station 1 x Ohangwena Police Station

		1 x WalvisbayPolice Station
		1 x RunduPolice Station
		1 x Katima Mulilo Police Station
Salary Scale	:	N\$ 81, 645 xP – N\$ 102, 039
Transport Allowance	:	N\$ 10, 512 per annum
Housing Allowance	:	N\$ 13, 944 per annum

Minimum requirements: Grade 10 or equivalent qualification on NQF Level 2

Additional Requirements: An appropriate three (3) years appropriate experience as advantage

Interested candidates should complete the Public Service Application for employment form No. 156043 and health questionnaire (156094) obtainable at government offices and forward or deliver their applications with CV's, certified copies of qualifications and any other relevant documents to:

The Namibian Police Force: Recruitment Office
Private Bag 12024
Ausspannplatz

Or hand deliver at:

Corner of Julius K. Nyerere and Jan Jonker Road
Police National Headquarters
Ausspannplatz,
Windhoek.

Applicants in the Public Service must attach a letter of confirmation of probation.

NB: Foreign qualifications must be evaluated by the Namibian Qualifications Authority (NQA) and proof of evaluation of qualifications should be attached.

NB! FAILURE TO COMPLETE ALL ITEMS ON THE APPLICATION FORM FOR EMPLOYMENT AND NOT ATTACHING THE NECESSARY DOCUMENTS WILL DISQUALIFY THE APPLICATION. ONLY SHORT-LISTED CANDIDATES WILL BE NOTIFIED AND NO DOCUMENTS WILL BE RETURNED.

Enquiries: Senior Inspector P. Shimanda or Inspector B. Hange 061-2093364/3345