



City of Windhoek

Vision: To be a Sustainable and Caring City by 2027



WINDHOEK CITY POLICE SERVICE: NOTICE BOARD VACANCIES

The Windhoek City Police Service is committed to rendering professional and responsive services in partnership with the community to promote a safe and crime-free environment within the City of Windhoek. In order to realise the above statement of commitment, we are looking for motivated, innovative and highly disciplined members/employees of the Windhoek Municipal Council to fill the following vacancies:

1. UNIT: ADMINISTRATION

SECTION: FINANCE AND LOGISTICS

APPOINTMENT: SECTION COMMANDER: FINANCE & LOGISTICS

RANK: SUPERINTENDENT

GRADE: D1

Basic Salary, N\$511,128.00 PA

Housing Allowance, N\$204,456.00 PA

Transport/Car Allowance, N\$202,428.00 PA

Service Allowance, N\$107,340.00 PA

PRIMARY PURPOSE OF THE JOB

The office is responsible for developing, implementing, monitoring, and evaluating policies and strategies related to Financial Management, Fleet Management, Logistics Support and Procurement functions of the Windhoek City Police Service. Additionally, the job requires the performance of general policing duties to protect life and properties through crime prevention, traffic law enforcement and the enforcement of Municipal By-laws.

KEY PERFORMANCE AREAS

The incumbent will be responsible for the following duties:

- Financial Management
- Logistics Management
- Fleet Management
- Procurement Management
- Management of work hands (Cleaners and Gardeners)
- Manage members' discipline
- Perform ad hoc operations and other functions as directed by the Unit Commander, Deputy Head and Head

REQUIREMENTS

The potential candidate must be in possession of any of the following qualifications:

B-Degree in Accounting/Finance, Transport Management or Logistics, Procurement and Supply Chain Management on NQF Level 7, a minimum of five (5) years in a supervisory position, and a valid code B/BE driver's license. A Basic Police/Military/Correctional Training Certificate would be considered an added advantage.

Other Skills/Traits:

The potential candidate must possess a comprehensive understanding of police fleet technologies (tracking and monitoring systems) and management, along with the ability to develop and implement cost-effective measures for fuel efficiency. Proficiency in producing monthly reports on service vehicle fuel usage is essential. Additionally, the candidate should have a financial background, demonstrating skills in budget crafting, monitoring, and interpretation of financial data, as well as procurement and logistics management skills. In addition to these technical skills or traits, the candidate should exhibit a high level of professionalism, cultural sensitivity, and leadership qualities.

2. UNIT: INFORMATION MANAGEMENT AND LEGAL SERVICES

SECTION: INFORMATION MANAGEMENT

APPOINTMENT: SECTION COMMANDER: INFORMATION

MANAGEMENT

RANK: SUPERINTENDENT

GRADE: D1

Basic Salary, N\$511,128.00 PA

Housing Allowance, N\$204,456.00 PA

Transport/Car Allowance, N\$202,428.00 PA

Service Allowance, N\$107,340.00 PA

PRIMARY PURPOSE OF THE JOB:

The office is responsible for developing, implementing, monitoring, and evaluating policies and strategies related to the

collection, analysis, and interpretation of data for statistical and operational planning purposes in the Windhoek City Police Service. Furthermore, the office is responsible for developing the crime-mapping system that would inform operational units to devise strategies that would mitigate the pattern of crime, crashes, and By-laws infringements within the jurisdiction area of the City of Windhoek.

Equally, the office is responsible for the management of adjudication processes, warrants of arrest, and summonses, as well as managing the public transportation function which includes verification, inspection, and issuance of relevant documents. Additionally, the job requires the performance of general policing duties to protect life and properties through crime prevention, traffic law enforcement and the enforcement of Municipal By-laws.

KEY PERFORMANCE AREAS

The incumbent will be responsible for the following duties:

- Manage the Data Collection and Capturing function
- Manage the Data Analysis and Computer-based Statistics production function
- Manage the Crime, Crash and By-Law mapping function
- Adjudication (Warrants of Arrest and Summonses) Management
- Public Transport Management (vehicle inspections and issuance of relevant documents)
- Manage members' discipline
- Perform ad hoc operations and other functions as directed by the Unit Commander, Deputy Head and Head

REQUIREMENTS:

The potential candidate must be in possession of any of the following qualifications:

B-Degree in Statistics, Mathematics, Data Science, Economics, Population Studies or any other related qualification on NQF Level 7, a minimum of five (5) years in a supervisory position, and a valid code B/BE driver's license. A Basic Police/Military/Correctional Training Certificate would be considered an added advantage.

Other Skills/Traits:

Leadership, report writing skills, high level of discipline, interpersonal and communication skills, assertiveness, an acceptable level of professionalism, cultural sensitivity, presentation skills, ability to motivate others, and high stress tolerance.

The potential candidate should have high proficiency in data collection and capturing using diverse methods and tools. Expert and specialized skills in data analysis, utilizing computer-based tools to generate meaningful statistics. Moreover, the candidate should possess the skills to contribute to the development of the Windhoek City Police Service crime and crash mapping system, adjudication (warrants of arrest and summonses) and public transport management skills. In addition to the technical capabilities, a high level of professionalism, cultural sensitivity, and strong leadership skills are required.

3. RANK: CONSTABLE

NUMBER OF POSITIONS: THREE (3)

GRADE: B5

Basic Salary, N\$245,316.00 PA

Housing Allowance, N\$101,388.00 PA

Transport, N\$28,992.00 PA

Municipal Allowance, N\$21,708.00 PA

Service Allowance, N\$85,860.00 PA

PRIMARY PURPOSE OF THE JOB

The office is responsible for performing general policing duties in the protection of life and properties through crime prevention, traffic law enforcement and the enforcement of Municipal By-laws, which require working in partnership with the community to fight against crime and disorder.

KEY PERFORMANCE AREAS

The incumbent will be responsible for the following duties:

- Maintenance of law and order
- Enforcement of Municipality By-laws and Criminal Procedure Act
- Enforcement of the Road Traffic and Transportation Act
- Perform Traffic Control Duties
- Enforcement of the Community Policing and Zonal Policing Strategies
- Conduct regular zonal patrols and partake in joint operations
- Perform ad hoc operations and other functions as directed by the Unit Commander, Deputy Head and Head

REQUIREMENTS

The potential candidate must be in possession of any of the following qualifications:

Grade 12 certificate (passed with 25 points with an E symbol in English) plus a Diploma in Security Management/Police Science/ Criminal Justice/Correctional Services/Military Science and a valid code B/BE driver's license. A Basic Police/Military/Correctional Training Certificate would be considered an added advantage.

Other Skills/Traits:

The potential candidate should possess a high level of discipline, interpersonal and communication skills, decision-making skills, assertiveness, a high level of professionalism, cultural sensitivity, and stress tolerance.

The successful candidates (Constables) should be compelled to undergo the following assessments or examinations:

The incumbents must be subjected to an examination or undergo educational or aptitude tests or physical health or mental tests as the Council, after consultation with the Inspector General, may determine.

INCUMBENTS MUST BE SUBJECTED TO THE FOLLOWING REQUIREMENTS:

- The incumbent must apply on a form determined by Council, and confirmed under oath or by way of solemn affirmation on that form that the information furnished by him or her is accurate and correct;
- Furnish proof that he or she has not been convicted of a criminal offence contained in Schedule 1 of the Criminal Procedure Act, 1997 (Act 51 of 1997), as amended;
- Undergo medical examination;
- Furnish proof of his or her age; and
- Furnish proof of educational qualifications

APPLICATION PROCEDURE

Internal application forms are attached and should be accompanied by a comprehensive curriculum vitae, certified copies, police certificate of conduct and all other relevant documents should be delivered at: The Windhoek City Police Service Human Resources Office, Room 23, 1st floor, Corner of Essen and Sishen Street, Windhoek.

It is important to note that only applicants with the required qualifications will be considered. Qualifications obtained from outside Namibia must be evaluated by the Namibia Qualification Authority (NQA).

ENQUIRIES

Contact persons: Assistant Superintendent Rainhard Otsub

Acting Section Commander: Human Capital Administration

Tell: +264 61 290 2705

Constable Costa Sawahenga

Acting Deputy Section Commander: Human Capital

Administration

Tell: +264 61 290 2995

NB: The Windhoek City Police Service, through its recruitment policy, reserves the right to ensure its staff complement is a true reflection of a well-balanced Namibian society.

CLOSING DATE: FRIDAY, 23 APRIL 2024

Issued by:

Office of the Chief Executive Officer

Corporate Communications, Marketing, and Public Participation

