

MINISTRY OF GENDER EQUALITY AND CHILD WELFARE

DIRECTORATE GENDER EQUALITY, CHILD CARE AND PROTECTION

DIVISION: CHILD CARE SERVICES

SUBDIVISION: PROTECTION AND SHELTERS

Post Designation	:	Chief Social Worker Grade 6
1xPost	:	Windhoek (Head Office)
Salary Scale	:	N\$ 354, 883 –N\$ 424,119
Salary Notch	:	N\$ 354,883 per annum
Transport allowance	:	N\$ 10,512 per annum
Housing benefit	:	N\$ 14,520 per annum

Minimum requirement: Registration with the Social Work and Psychology Council of Namibia PLUS six (6) years appropriate experience.

Key responsibilities:

- Contribute to legislation & policy formulation for care and protection of Children
- Contribute to the compilation of progress reports to development partners
- Coordinate Monitoring and Evaluation and reporting activities with regional staff
- Implement policies and regulations in the best interest of the children:
- Provide guidance on child welfare programs, including Shelters, Violence Against Children and Psychosocial Support to individuals and authorities regarding policy and application
- Advocate and mobilize the nation on rights and responsibilities of children:
- Facilitate and coordinate the implementation of GBV/TIP programs within the Division, ensuring alignment with national and international legislative frameworks.
- Oversee the day-to-day management and operational aspects of GBV programs, including case management, survivor support services, and prevention initiatives in collaboration with operational social workers.
- Establish and monitor program goals, performance indicators, and outcomes to ensure effective delivery and continuous improvement of GBV/TIP services.
- Oversee and supervise the management of shelters for Gender-Based Violence (GBV), Violence Against Children (VAC), and Trafficking in Persons (TIP).
- Plan and co-ordinate child welfare services through appropriate and relevant forums:

Enquiries: Ms. Rahimisa Kamuingona 061-283 3111 OR M. Maretz Tjitemisa at 061-283 3144

DIRECTORATE GENDER EQUALITY, CHILD CARE AND PROTECTION

DIVISION: KHOMAS REGION (Delegated functions)

SUBDIVISION: CHILD CARE AND PROTECTION

Post Designation	:	Senior Social Worker Grade 7
1xPost	:	Windhoek (GBV Unit), Khomas Region

Salary Scale	:	N\$ 354, 883 – N\$ 424, 119
Salary Notch	:	N\$ 354, 883 per annum
Transport allowance	:	N\$ 10,512 per annum
Housing benefit	:	N\$ 14,520 per annum

Minimum requirement: Registration with the Social Work and Psychology Council of Namibia PLUS 4 years' appropriate experience.

Key responsibilities:

- Contribute to legislation & policy formulation for the care and protection of Children
- Interpret national policies and convert them into service delivery plan at regional level.
- Contribute to the development of the Directorate Annual Work plans
- Prepare monthly reports for submission to the Chief Social Worker
- Contribute to the compilation of progress reports to development partners
- Coordinate with police, healthcare providers, judiciary, shelters, and other stakeholders on GBV/VAC.
- Organize and deliver in-service training on GBV case management, child protection, trauma counselling, and survivor's rights.
- Support the development and implementation of standard operating procedures (SOPs) for integrated GBV response and shelter services.
- Support the social workers in preparing child witnesses for court
- Prepare and submit Victim Impact reports for the court.
- Submit reports to Chief Social Worker for verification and channeling to appropriate courts
- Conduct crisis intervention and other psychosocial support interventions required for child survivors of violence.
- Conduct casework, group work and community work with child survivors of violence and their families.
- Coordinate child justice programs in the region. Support and supervise shelter services for survivors for GBV
- Plan and co-ordinate child welfare services in the regions through appropriate and relevant forums
- Organize and chair child care constituency forums/committee meetings

Enquiries: Ms. Louise Uiras 061-283 3108 OR M. Maretz Tjitemisa at 061-283 3144

Please Note: Previously Racially disadvantaged persons, women and people with disabilities **who meet the above requirements** are strongly encouraged to apply. Applicants must be Namibian Citizens (proof of citizenship must be attached).

Application forms, Form **156043** obtainable from all government offices, it must be accompanied by comprehensive curriculum vitae, certified copies of educational qualifications and Id. Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation and confirmation of probation letter should accompany the application form. Failure to complete all items on the application form for employment and not attaching all the necessary documents will disqualify the application. No application forms and documents will be returned.

Please Note: Previously Racially disadvantaged persons, women and people with disabilities and marginalized communities *who meet the above requirements* are strongly encouraged to apply.

Application forms should be hand-delivered or addressed to:

**The Executive Director
Ministry of Gender Equality and Child Welfare
Juvenis Building
Independence Avenue
Private Bag 13359
Windhoek**
