

CURRICULUM VITAE

P O BOX 30464 PIONIERSPARK, WINDHOEK • ERF NO498.
COCOPALM, ST. DORADO VALLEY, WINDHOEK
CONTACTS: 061-284 6516 (W) 061 – 255880 (H) CELL: 0812707236
E-MAIL: jnsimataa@yahoo.com

JUDITH NSALA SIMATAA

Maiden Name:	Salimbo
Gender:	Female
Nationality:	Namibian
Marital Status:	Widow
Health status:	Excellent
ID Number:	670720 000 62
Date of Birth:	20 July 1967
Driving Licence:	Code BE
Contact Numbers:	061 255880/061 2846516
LANGUAGE PROFICIENCY:	Excellent command in English and Silozi Fair in Afrikaans

PERSONAL BELIEF

I am a woman of integrity, and I have the ability and willingness to learn with enthusiasm and the willingness to meet operational targets and deadlines. I am interested in a career that will allow me to be active and practical and hence add value to the organization. Furthermore, I get pleasure from working in the fields that challenge my intellectual skills, capabilities and comprehension.

EDUCATION:

UNIVERSITY OF NAMIBIA

Private Bag 13301, Pionierspark, Windhoek

Program: **Bachelors of Accounting (Awarded 2010)**

Student Number: 200509217

Major courses passed:

- | | |
|-------------------------------------|------------------------------------|
| ♣ Financial Accounting I , II & III | ♣ Principles of Management |
| ♣ Company Law & Practice | ♣ Computerized Accounting (Pastel) |

- ♣ Computer Literacy
 - ♣ Accounting Information Systems
 - ♣ Macro Economics
 - ♣ Business Mathematics I & II
 - ♣ English for academic purposes
 - ♣ Business Research & Report Writing
 - ♣ Fundamentals of Accounting
 - ♣ English Communication & Study skill
 - ♣ Management Accounting I , II & III
 - ♣ Introduction to Economics
 - ♣ Tax Law & Practice I & II
 - ♣ Contemporary social issues
 - ♣ Auditing I & II
 - ♣ Introduction to Government studies
 - ♣ Business Statistics
 - ♣ Business Finance
 - ♣ Commercial Law I & II
 - ♣ Micro Economics
 - ♣ Financial Management
-

POLYTECHNIC OF NAMIBIA

Private Bag 13388, 13 Storch Street, Windhoek

Program: **National Diploma: Commerce (Awarded 2001)**

Student Number: 9503080

Major courses passed:

- ♣ Business Management I, II & III
- ♣ Mercantile Law
- ♣ Economics I, II & III
- ♣ Principles of Information Systems
- ♣ Communication Science I, II & III
- ♣ English Communication 4
- ♣ Financial Accounting I

Responsible for 100% of all educational Expenses

SANGWALI SECONDARY SCHOOL KATIMA MULILO(1994)

Senior Certificate: Cape Education Department - CED

Grade 11-12 Subjects include:

- ♣ Silozi
- ♣ English
- ♣ Biology
- ♣ Business Economics
- ♣ Economics
- ♣ Agricultural Science

TRAINING AND SKILLS

- ♣ UNITED NATIONS PRISON AND PROBATION OFFICERS COURSE (UNPriPOC, SWEDEN, STOCKHOLM)
 - ♣ BASIC SECURITY IN THE FIELD I & II, SWEDEN, STOCKHOLM
 - ♣ Gender Mainstreaming & Participatory Training Techniques – Certificate of Participation obtained. (UNWOMEN)
 - ♣ HIV & AIDS Induction Training – Certificate of Attendance Obtained
 - ♣ CUSTOMER CARE
 - ♣ PERFORMANCE MANAGEMENT
 - ♣ TEAM BUILDING EXERCISE
 - ♣ COMMUNICATION SKILLS
 - ♣ INTERPERSONAL SKILLS
 - ♣ PASTEL PARTNER ACCOUNTING VISSION (COMPUTERISED)
 - ♣ BASIC & ADVANCE COMPUTER COURSE (Ms Word, Excel, Access, Pastel, Outlook & Internet explorer)
 - ♣ IFMS Oracle System
-

WORK EXPERIENCE

I am currently employed by the Ministry of Home Affairs Immigration and Safety and Security - Department of Corrections.

POST: Superintendent – Revenue (From 1 October 2019 – To Date)

- ♣ Receiving and verifying the Revenue collected and banked from all the Correctional Facilities
- ♣ Checking Revenue receipts and bank deposits slips processed into IFMS
- ♣ Recording the Revenue book on monthly basis
- ♣ Reconciled the Revenue receipts with account analysis
- ♣ Recording the revenue journals and send to Permanent Secretary for signature
- ♣ Capturing the Revenue journals on GL system and send to MOF for approval
- ♣ Preparing the summary of State Revenue collections reports and sent together with Revenue journals to MOF.
- ♣ Answering the Auditors queries, External and Internal Auditors and assisted with vouchers, computer statements and any enquiries related to Revenue.

POST: Superintendent – Account Payable (From 1 April 2015 – 30 Sept 2019)

- ♣ Processing of supplier payments on IFMS System.
- ♣ Commitment of Requisition on IFMS System

- ♣ Processing of Purchasing orders on IFRM System
- ♣ Recording and Issuing Purchase Orders to respective Officials for Procurement.
- ♣ Creating receipt numbers, on Purchase Orders payment.
- ♣ Creating invoice Batches and Matching them to receipts numbers as well as validating and initiating them to allow them to be approved for payment.
- ♣ Regular checking of funds availability on the System.
- ♣ Rectifying of EFT unpaid transactions.
- ♣ Cancelling and reversing transactions

POST: (Senior Chief Correctional Officer – Temporary Training officer
 LSM College – Omaruru)
 From 04 December 2015 to 01 July 2016

Duties and Responsibilities

- ♣ Handling a classroom of Recruits and teaching them the subject that has been assigned
- ♣ Take daily attendance and teach Recruits proper behaviour
- ♣ Maintain discipline amongst Recruits, and make sure that they dress properly
- ♣ Assign homework and tasks that will help in their overall development to Recruits
- ♣ Find new and productive ways of teaching Recruits, that will help them learn faster, and more efficiently
- ♣ Coordinating with other colleagues and the Commandant of the College
- ♣ Teach Recruits of ethical and moral ways to live in the society
- ♣ Teach from the curriculum, but also give suggestions for improving it
- ♣ Encourage Recruits to take part in developmental extracurricular activities, and recognize where the Recruits' talents should be put to good use
- ♣ Finish the course on time and teach the Recruits performance targets set by the College
- ♣ Complete all other tasks and duties given by the Supervisor on time
- ♣ Attend all the Recruits and Instructors meeting
- ♣ Participate in all the College's functions

Other Duties

- ♣ Should have good knowledge in the latest technology
- ♣ Should keep self-updated on latest developments in the field of Correctional Service
- ♣ Should be available during examinations for taking on the role of an Invigilator
- ♣ Stop Recruits from partaking in any malpractices during examination

Post: (Corrections Officer - United Nations in South Sudan – Peacekeeper)

CAPACITY BUILDING

From 09 June 2013 to 1 March 2015

I engaged the NPSSS at Aweil Central Prison, Juba Female Central Prison and Torit County Prison in areas of training, mentoring, advising and coaching on issues concerning good prison management practices in line with international standards and Standard Minimum Rule for Treatment of Offenders.

- Supported the judiciary in establishing prisoner review boards at the national and state levels and a prisoner case review process, with special attention to women and juveniles;
- Provided daily mentoring of prison service staff in state and county prisons on improving prison safety and security;
- Supported the capacity development of the prisons service through targeted trainings;
- Provided technical assistance to the prisons service in developing strategic plans and regulatory frameworks covering all aspects of the prison system, including community service and prisoner rehabilitation;
- Provided secretariat support to coordination meetings, including the Prisons Development Committee;
- Supported the government and donors on developing proposals, in partnership with the UN Development Program (UNDP) other bilateral partners, for the rehabilitation of prisons and prison farms;
- Developed concept and project proposals for submission to donor agencies to improve conditions at the prisons;
- Worked with both national and international counterparts in the development of the strategic necessities vital to the safe and humane conditions of prisons;
- Successfully conducted two/2 weeks NCO Supervisory training course in key prison and prisoner administration procedures and skills for twenty/20 NPSSS in June, 2014 in Torit;
- Facilitated and conducted literacy programs for both inmates and officers in Juba Female Central Prison and Torit County Prison that strengthened and increased the number of learners and teachers;
- Introduced functional literacy programs and facilitated the training four members of staff as teachers- facilitators for the inmates.

INTERNAL AUDIT ADVISOR (PRISON HQ)

Duties and Responsibilities:

- Provided daily mentoring and advise on internal audit to the Internal Audit Unit of the National Prisons Service;
- Provided technical assistance to the National Prisons Service of South Sudan;

- Worked in cooperation and collaboration with the National Audit Chamber and the Directorate of Internal Audit of South Sudan to ensure an effective Internal Audit of the National Prisons Service;
- Assisted in strengthening the National Prisons Service capacity to establish and maintain an effective and efficient Internal Audit Unit;
- Advised and support the National Prisons Service on developing operational framework relating to legislation, policies and procedures on internal auditing;
- Assisted in capacity building of internal audit staff through targeted training in internal auditing.

**PROTECTION OF CIVILIANS (POC)
HOLDING FACILITY: JUBA AND MALAKAL
Duties and Responsibilities:**

- Worked in close collaborations with all other UNMISS agencies that have a role in the detention activities;
- Provided safety and security to the detainees in the holding facilities;
- Supervised and control the detainees within the facility;
- Maintained the admission/release registers.
- Monitored and conduct regular searches in the detention facility;
- Maintained detainees' properties and their records;
- Collected, resolved and directed to appropriate persons and units detainees' complaints, grievances and requests;
- Investigated and provided incident report to detention focal point for appropriate action;
- Kept medical records for the detainees and made referral for medical attention as appropriate;
- Identified and managed conflicts between the detainees within the facility;
- Supervised and maintained hygiene conditions for the detainees and within the facility;
- Supervised and recorded the food and followed up on the quality, quantity and security of the food served daily;
- Provided daily Occurrence Journals.
- Provided incident report Register for further references;
- Reported types of visiting occasions to the detainees;
- Maintained dietary records on daily basis;
- Conducted a risk assessment and monitored the custodial conditions and treatments of the detainees at the time of handing over the detainees to the National Authority.

**Post: (Senior Chief Correctional Officer – Revenue Accounts Office)
From 1 April 2010 to 31 March 2015)**

- ♣ Supervision of Staff, receiving money and recording of transactions
- ♣ Do banking transactions, reconciliation, checking and verification of transactions
- ♣ Maintain cashbook and labour transactions
- ♣ Processing of labour claims
- ♣ Preparation of payments
- ♣ Handling queries from inmates and public members
- ♣ Controlling petty cash
- ♣ Preparation of monthly return
- ♣ Provide source documents for audit purposes
- ♣ Maintain accurate filling system
- ♣ Perform other duties assigned by my Supervisor

Post: (Senior Prison Officer – Bails and Fines 1999 to 2010)

- ♣ To administer Bails and Fines
- ♣ Receiving of Bail and fine money
- ♣ Calculating of fines
- ♣ Do banking transactions and reconciliation
- ♣ Preparation of monthly return
- ♣ Handling queries from inmates and public members
- ♣ Maintain sound filling system

Post: (Prison Officer – Record Office 1996 to 1999)

- ♣ Safekeeping of warrants and records of inmates documentation
- ♣ Calculating sentence of inmate and their fines
- ♣ Receiving of bails and fines money and ensure the money received is accounted for
- ♣ Do banking transactions and reconciliation
- ♣ Compile monthly return

Post: (Prison Officer – Female Section 1995 to 1996)

- ♣ Admission of female inmates and guarding them
- ♣ Unlock and lockup of inmates and ensure that the section and cells are clean
- ♣ Security of inmates (working night and day shift)
- ♣ Monitoring of inmates working in the laundry

EXTRA CURRICULAR ACTIVITIES

During my spare time, I like travelling to new places, reading books, novels and magazines, listening to music and watching TV, nature walks, doing charity work, and church activities.

REFERENCE(S):

ACP Mweulinale (Direct Supervisor) Head Office 061 2846211

ACP Timoteus– Head Office – 061 284 6212)

SSP Iita (Supervisor – LSM College in Omaruru – 064 570710)

SSP Vries (Supervisor – Windhoek Correctional Service - 061 2846550)

UNMISS References

Richard Kuure Chief of Corrections Advisory Section +233 54 466 0099

Solomon Aina Deputy Chief of Corrections Advisory Section +211956477525

Hirahara Mosko State Coordinator – Eastern Equatorial State +211 912179345