



VACANCIES

DIRECTORATE: INFORMATION COMMUNICATION TECHNOLOGY

Post designation: ICT Manager
1 X Post: Windhoek
Fixed-Term Contract: 3 years

Key Performance Areas

- Overseeing all ICT operations and evaluating them according to the Electoral Commission of Namibia established goals.
- Devising and establishing ICT internal policies and systems to support the implementation of strategies set by ECN management.
- Accomplishes information technology staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counselling; initiating, coordinating, and enforcing systems, policies and procedures.
- Developing IT Security and Cyber Risk mitigation strategies
- Supervise usage of all ICT Digital Channels (Web, social media etc.)
- Analysing the ICT requirements of all directorates to determine their needs.
- Recommends information technology strategies, policies, and procedures by evaluating organisation outcomes; identifying problems, evaluating trends; anticipating requirements
- Oversee the purchasing of efficient and cost effective ICT equipment and software.
- Ensure regular inspection of ICT equipment and software to ensure functionality and efficiency.
- Directs technological research by studying organisation goals, strategies, practices, and user projects.
- Identify the need for upgrades, configurations or new systems and report to Management.
- Coordinate and supervise the activities carried out by ICT Personnel.
- Accomplishes financial objectives by forecasting requirements, preparing an annual budget; scheduling expenditures; analysing variances; and initiating corrective action.
- Assist in building relationships with ICT vendors/retail and creating cost-efficient ICT projects.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices, participating in professional societies.

Key qualifications and requirements

- Be in possession of at least a three-year tertiary qualification or a level seven (7) qualification at NQF Level 7, in Computer Science, Management Information System/Business Computing, with 9 years' appropriate experience with 5 years at supervisory level.
- A BSc/BA in Computer Science, Engineering, Computer Business Management; MSc/MA will be advantageous.
- Exposure to and participation in election administration would be an added advantage.
- Proven experience as ICT Manager or similar role.
- Experience in analysis, implementation and evaluation of ICT systems and their specifications.
- Sound understanding of computer systems (hardware/software), networks etc.
- Experience in controlling information technology budget.
- Excellent organizational and leadership skills.
- Outstanding communication abilities.

The ICT Manager will report to the Chief Electoral and Referenda Officer.

OFFICE OF THE CEO

POST DESIGNATION: CORPORATE COMMUNICATIONS AND MARKETING MANAGER

1 x Post: Windhoek
Fixed-Term Contract: Three (3) years

The Electoral Commission of Namibia (ECN) requires the services of a Corporate Communications and Marketing Manager to plan, direct, coordinate, maintain and manage internal and external communication, marketing and stakeholder interaction functions. To identify strategic stakeholders and issues as well as the public and activities that emerged around these issues. Researching and evaluating target audience's perception of the ECN. To foster stakeholder relations through events such as open days and involvement in community initiatives. In addition, the Manager is responsible for proactive actions to boost and establish a sustainable image for the ECN. Overall, the Manager advances the mission and vision of the ECN by being the essential link between the institution and its key publics, both internally and externally. This is done through a corporate communications strategy which is in line with the overall strategic direction of the institution as detailed in its strategic five-year development plan.

Key Performance Areas:

- Developing an integrated communications strategy for the organization incorporating PR and Marketing that encompasses all market segments;
- Managing all internal and external communications

for the organization by ensuring that its messages are consistent;

- Handles all public relations activities for the organization;
- Holds overall responsibility for the communications and marketing strategy of the organization;
- Overseeing the annual communications budget and ensuring its use is fully maximized.

Key Qualifications and Requirements:

- A degree in Public Relations or Corporate Communications or Marketing would be a strong advantage. A relevant master's degree would also be an advantage;
- Previous experience working as a corporate communications executive either agency or client side;
- Previous experience as a communications manager for an organization that operates with divers or multi clients would be a strong advantage
- Highly articulate individual with excellent written communications and presentation skills are essential;
- A proven ability to lead communications strategies in other organizations;
- Advanced analytical and problem solving skills;
- Experienced at operating at board level within similar organizations;
- Highly strategic outlook and a natural corporate communication or marketing ability.

DUTIES OF A CORPORATE COMMUNICATIONS AND MARKETING MANAGER INCLUDE:

Communication and Marketing Functions

- Implementing communications plans to increase brand awareness and recognition for the organization;
- Collating and analyzing current communications and messages and ensuring consistency;
- Developing and leading the organization's internal communication strategy across all divisions;
- Handling incoming enquires for information from various members of the media;
- Ensuring press releases fit the organization's brand and relay the appropriate message;
- Organizing events to promote the brand in the press;
- Streamlining marketing process to realize cost savings across the department;
- Measuring the success of marketing and creative campaigns across the business;
- Selection of marketing agency partners and reviewing their activities;
- Setting KPI's for marketing activities across the organization;
- Overhauling the marketing department organizational structure;
- Working closely with other members of the management on the organization plans;
- Preparing and drafting of speeches for the commission in consultation with the CEO.

Public Relations Functions:

- Developing relationships with key media to secure and grow media coverage both online and offline;
- Writing press releases for local and national media;
- Adapting press releases for specific syndication ensuring stories translate to differing audience or target groups;
- Monitoring press stories relating to the organization and its brand and maximizing opportunities for positive PR and playing down any negative PR;
- Overseeing the creation of PR campaigns and press releases.
- Working in conjunction with external PR agencies;
- Analysis and tracking of PR campaigns and reporting results to organization management and the commission;
- Building and maintaining relationship with key and relevant members of the press;
- Managing social media campaigns on Facebook and Twitter;
- Copy writing including blog posts and feature articles.

The Corporate Communications and Marketing Manager will report to the Chief Electoral and Referenda Officer.

An application (on form 156043 obtained at all Government offices) together with a comprehensive curriculum vitae and certified copies of education qualification must be addressed to:

The Chief Electoral and Referenda Officer, Private Bag 13352, Windhoek, or hand delivery at ECN Headquarters, 67-61 Van Rhijn Street, Windhoek North.

Foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA) and proof of evaluation of qualifications should be attached.

Staff members must have completed their probation successfully and proof of probation confirmation should be attached.

Failure to complete all items in the application form for employment and not attaching the necessary documents will disqualify the applicant.

**Enquiries: Ms. W. Ndahangwanonya 061 376230,
Ms. Bostander 061376283.**

Closing Date: 28 November 2022