



Electoral Commission
of Namibia

VACANCY

CHIEF ELECTORAL AND REFERENDA OFFICER

The ECN is constitutionally and legally established as an independent, transparent, and impartial body tasked to organise, direct, supervise, manage, and control the conduct of elections and referenda in a free, fair, independent, credible, transparent, and impartial manner as well as to strengthen constitutional democracy and promote democratic electoral and referenda processes. The ECN hereby invites suitably qualified candidates to apply for the position of Chief Electoral and Referenda Officer.

Summary of the Position of Chief Electoral and Referenda Officer

The Chief Electoral and Referenda Officer is the Accounting Officer of the ECN and head of administration. The incumbent reports to the members of the Electoral Commission of Namibia. The successful candidate will hold office for a period (5) of five years and may apply for reappointment. The remuneration and benefits of this position is commensurate with that of an Executive Director in the Public Service.

Key Responsibilities

- Administer and manage Namibia's electoral processes in accordance with an electoral cycle approach;
- Plan and execute any referenda.
- Provide strategic and visionary leadership to the Secretariat in order to achieve organisational objectives.
- Oversees execution, monitoring, and evaluation of ECN's strategic plan, annual work plans and budgets.
- Ensure the production of ECN's annual report and compliance with all other statutory requirements.
- Responsible for carrying out the resolutions of the Commission and manages the affairs of the Commission, subject to the control and directions of the Commission.
- Uphold and promote ECN's expressed values of integrity, professionalism, participation, impartiality and fairness, transparency, and timeliness.
- Foster a good working relationship with ECN's stakeholders such as the electorate, political parties, government, and non-governmental organizations.
- Promote the image of ECN nationally, regionally, and internationally and ensure adherence to relevant international electoral instruments.

Shortlisted candidates are by law required to furnish information relating to:

- citizenship, academic qualifications, age, criminal record;
- whether the applicant is a rehabilitated insolvent and/or is of unsound mind or mentally disordered or defective and has been so declared by a competent court;
- whether the applicant is a Member of the National Assembly, National Council, a Regional Council or a Local Authority Council; or
- whether the applicant is an office-bearer of a political party, an active politician or has a high party political profile.

Academic Qualifications and personal attributes

- Postgraduate degree preferably in the field of Law, Social Sciences, Business Management, Public Administration, or any other relevant field of study.
- A minimum of ten (10) years proven management experience of which at least five (5) years must have been at senior management level.
- Namibian citizen.
- Grounded knowledge of Namibian politics, history, culture, issues, and trends relating to democracy and elections in Namibia and generally in the SADC region and in other parts of the world.
- Firm commitment to the principles of integrity, independence, impartiality, fairness, political neutrality, and equality.

Required competencies and skills

- Strategic planning and execution
- Financial and management
- Excellent communication, writing and analytical skills.
- Emotional and social intelligence
- Ability to work under pressure
- Leadership and team management
- Problem solving and decision-making

Interested candidates should submit a written application, accompanied by a comprehensive *curriculum vitae* including traceable references, certified copies of identity document, academic qualifications and any other relevant documents to:

The Chairperson of the Electoral Commission of Namibia

Elections House
67-71 Van Rhijn Street
Windhoek North
Private Bag 13352
Windhoek
Namibia

Enquiries can be directed to: Advocate Heidi Jacobs
Tel: +264 61 376 259

NB: Applications should not be e-mailed

Closing date: Applications should be received by 02 June 2023 at 12h00. Any applications received after this date and time shall not be considered.

The Electoral Commission of Namibia is an equal-opportunity employer. Women and people with disabilities are encouraged to apply.



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