

ELECTORAL COMMISSION OF NAMIBIA

VACANCIES

DIRECTORATE: OPERATIONS SUBDIVISION: REGIONAL ELECTORAL OPERATIONS

Post Designation	: Chief Regional Officer (Regional Electoral Officer) Grade 6
14 x Posts	: //Karas (Keetmanshop), Erongo (Swakopmund), Hardap - (Mariental), Kavango East - (Rundu), Kavango West - (Nkurenkuru), Khomas - (Windhoek), Kunene - (Opuwo), Ohangwena - (Eenhana), Omaheke - (Gobabis), Omusati - (Outapi), Oshana - (Ongwediva), Oshikoto - (Omuthiya), Otjozondjupa - (Otjiwarongo) and Zambezi - (Katima Mulilo).
Salary Scale	: 337,984- 403,922
Housing Allowance	: 14,520 per annum
Transport Allowance	: 8,7160 per annum

Minimum requirements

Bachelor Degree in Business Administration/Management, Public Administration/Management. Candidates must have Six (6) years' appropriate experience in Administration of which two (2) years must be at the level of Chief Administrative Officer Grade 8 or Supervisory Level. Interested candidates must be in possession of a valid two (2) years driver's license (Code B). Computer Literacy is essential as well as excellent communication skills.

Job Summary

The Chief Regional Officer (Regional Electoral Officer) reports functionally to the Director of Operations and structurally to the Chief Electoral Officer, and is mainly responsible for the provision of voter & civic education, administration of elections & referenda processes in terms of planning and implementation of electoral operations, deployment and demobilization of electoral resources as well as administrative functions at regional level.

Duties and Responsibilities

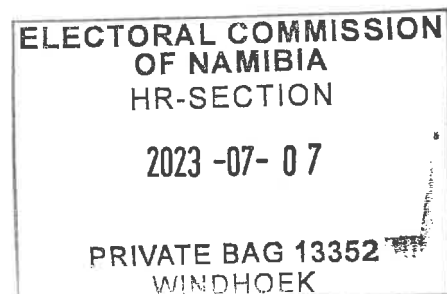
Chief Regional Officer (Regional Electoral Officer) is charged with the following duties and responsibilities:

- Responsible to provide overall leadership in terms of execution of electoral activities for the region;
- Develop and oversee the implementation of regional strategies covering both voter & civic education and elections administrations,

- Develop and oversee the implementation of annual management plans and regional budget estimates and utilization thereof;
- Develop and consolidate all relevant reports for all constituencies within the region;
- Control and supervise all registration of voters, including continuous and supplementary registration of voters as well as general registration of voters when applicable;
- Serve as a direct supervisor for all the voter education officers and administrative staff in the region;
- Consult relevant stakeholders in the region (e.g. regional councilors; traditional/religious leaders, political parties, Governor's office, public and private institutions);
- Assess and evaluate the impact of civic and voter education activities in the region and advise the Commission through established reporting structures;
- Serve as the chairperson of regional electoral operations committee
- Ensure the establishment of regional advisory committees and voter and civic education offices to decentralize the distribution of voter and civic education materials and to increase local participation;
- Provide training and orientation to all temporary electoral officials appointed for electoral programmes (e.g. supervisors of registration and returning officers, registration of voters, polling and referendum officers) within the region concerned;
- Responsible for determination of registration/polling venues and collation centres and needs assessment in consultation with Deputy Director: Registration and Planning;
- Continuously assists and provides required administrative support to the Supervisors of Registration and Returning Officers in executing his/her duties to ensure delivery of credible elections;
- Responsible for polling materials supplied and delivered, to and from election officials and liaise with Supervisor of Registration/Returning Officers, including the management of regional stores under his/her jurisdiction;
- Ensures effective record management;
- Develop monthly and quarterly activity plans of civic and voter education activities to be carried out in the region.
- Submits monthly, quarterly and annual reports covering electoral operations in the region (e.g. voter and civic education activities, elections administration) carried out in the region;
- Ensure proper control of vehicles and all properties of the ECN in the region; and
- Carry out any other activities as instructed by the relevant authorities of the ECN.

Competencies and Skills

- Extensive experience at supervisory level, for at least 5 years, in electoral operations will be added advantage;
- Proven leadership and supervisory skills;
- Decision-making skills,
- Team management skills;
- Ability to work under extreme pressure;
- Planning and analytical skills;



- Ability to work in a multi –disciplinary environment and to liaise with ease at all levels;
- Possession of good knowledge in government budgeting process, logistics and electoral operations; and
- Ability to execute or approach both administrative and electoral operations in a systematic manner.

Additional requirements

On submission of the application, each applicant must submit:

- Comprehensive curriculum vitae, certified copies of the academic qualifications; Namibian Identify Document;
- Valid certificate of conduct; and
- Declaration indicating whether he/she is an office bearers of a political party, an active politician or has a high profile in a political party.

<p>ELECTORAL COMMISSION OF NAMIBIA HR-SECTION</p> <p>2023 -07- 07</p> <p>PRIVATE BAG 13352 WINDHOEK</p>

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.

No application should be submitted at the Regional Offices and No emails.

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

Staff members applying for promotional positions 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.

Previously disadvantaged and persons with disabilities are encouraged to apply.

Enquiries: Ms. M. Bostander 061376283/ Ms. B. Heita 061376264 and Mrs. M. Mouton 061376283.

Closing date: 07 August 2023 at 17h00.

Any applications received after this date and time shall not be considered.

