

<b>Post Designation</b>	<b>: Regional Voter Education Officer Grade 10</b>
<b>1 x Post</b>	<b>: Keetmanshoop</b>
<b>Scale of Salary</b>	<b>: N\$ 151,910 – 182,202</b>
<b>Housing Allowance</b>	<b>: N\$ 11,616.00 per annum</b>
<b>Transport Allowance</b>	<b>: N\$ 8,760.00 per annum</b>

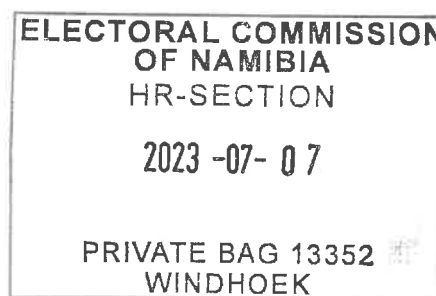
**Minimum Requirements:** An appropriate 3 years' tertiary qualification or a Grade 12 plus years' appropriate experience.

### **Main Duties and Responsibilities**

- Ensuring that all communities in his/her respective region receive impartial civic and voter education.
- Consulting relevant stakeholders in the region e.g. regional councilors; traditional/religious leaders, political parties, Governor's office, public and private institutions,
- Identifying matters or areas that need to be addressed through civic and voter education and advise ECN on best ways of addressing such issues in relation to a specific target community or group;
- Assessing and evaluating the impact of civic and voter education activities in the region and if necessary, advise the ECN Democracy Building Division accordingly;
- Drafting monthly and quarterly activity plans for civic and voter education activities to be carried out in the region.
- Submitting monthly, quarterly and annual reports of civic and voter education activities carried out in the region to his/her designated regional supervisor.
- Performing any other duties as delegated by higher authorities.

### **Additional Requirements:**

- Applicant must be conversant in English and local language(s) spoken in his/her region.
- Should be able to easily translate any voter education materials into local languages.
- Computer literacy will serve as an added advantage
- Valid Driver's License is a **MUST**, and should be two (2) years old.



**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.**

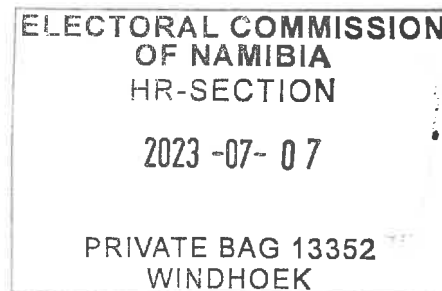
**Failure to complete all items in the application form for employment and not attaching the necessary documents will disqualify the applicant.**

**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.**



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