

**DIRECTORATE: OPERATIONS
DIVISION: DEMOCRACY BUILDING AND VOTERS EDUCATION**

Post Designation	:	Senior Information Officer Grade 7
1 x Post	:	Windhoek
Salary Scale	:	N\$277,264 – 331,358 per annum
Housing Allowance	:	N\$14,520 per annum
Transport Allowance	:	N\$ 8,760 per annum

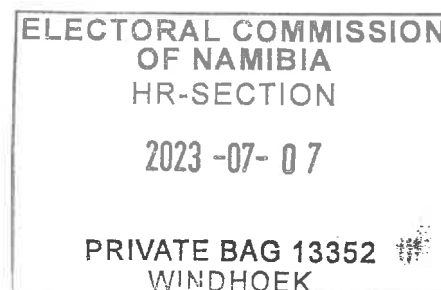
Minimum Requirements: An appropriate Degree on NQF Level 6 with 5 years' relevant experience. A degree in Media Studies, Journalism and Public Relation will serve as an advantage. The Senior Information Officer reports directly to the Chief Information Officer within Democracy Building.

Main duties and responsibilities

- Ensure the implementation of voter and civic education programs by all regions
- Keep records of voter and civic
- Assist coordinating and facilitating the Commission's public voter and civic education programmes.
- Assist facilitating development and review of voter and civic education materials and content.
- Assist liaising with Corporate Communication to facilitate media campaigns on voter and civic education.
- Assist coordinating and facilitating voter and civic education activities to ensure efficiency, and uniformity across the country.
- Assist in optimal performance of information officers and administrative clerks in the division democracy building
- Assist facilitating the identification of voter and civic education training needs and the training of voter education officers in liaison with the head of learning and development.
- Assist in crafting and compilation of civic and voter education activities reports
- Perform any other duties as may be directed to him or her by the supervisor or Chief Electoral and Referenda Officers.

Competencies and Skills:

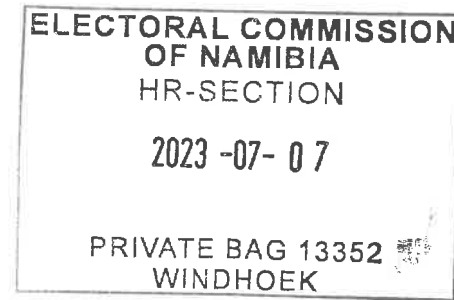
- Proven Communication Skills.
- Proficiency in oral and written English, source and initiate contributions and write articles for regular publication.
- Research, monitoring and evaluation skills.
- Computer literacy
- Experience in working with communities are prerequisites for this position.
- Ability to translate materials from English into one or more Namibian languages and proficiency in at least one of the local languages will be considered as advantages.



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.
- Valid Driver's License is a must, and should be two (2) years.



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.

