



Electoral Commission of Namibia

ELECTORAL COMMISSION
OF NAMIBIA
HR-SECTION
2024 -01- 2 9
EHR
PRIVATE BAG 13352
WINDHOEK

TEMPORARY VACANCIES

DIRECTORATE: OPERATIONS

DIVISION: REGISTRATION AND PLANNING

The Electoral Commission of Namibia (ECN) in accordance with its mandate under Electoral Act, Act No 5 of 2014, will be conducting a General Registration of Voters and subsequently Presidential and National Assembly Elections scheduled for later in the year 2024. In view of this, the ECN is inviting competent **unemployed** persons to apply for the following temporary positions.

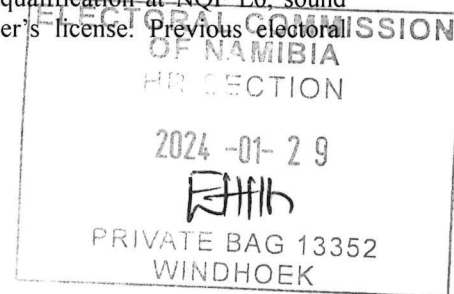
All applicants are encouraged to apply in the Region and Constituency were they reside.

(A) POST DESIGNATION: SUPERVISOR OF REGISTRATION/RETURNING OFFICER

Region	Number of Positions	Constituency/Duty Station
//Karas	7	!Namin#us, Berseba, Karasburg East, Karasburg West, Keetmanshoop Rural, Keetmanshoop Urban, Oranjemund
Erongo	7	Arandis, Daures, Karibib, Omaruru, Swakopmund, Walvis Bay Urban, Walvis Bay Rural
Hardap	8	Aranos, Daweb, Gibeon, Mariental Rural, Mariental Urban, Rehoboth Rural, Rehoboth Urban East, Rehoboth Urban West
Kavango East	6	Mashare, Mukwe, Ndiyona, Ndonga Linena, Rundu Urban, Rundu Rural
Kavango West	8	Kapako, Mankumpi, Mpungu, Musese, Ncamangoro, Ncuncuni, Nkurenkuru, Tondoro
Khomas	10	Katutura Central, Katutura East, Khomasdal, Moses //Garob, Samora Machel, John Pandeni, Tobias Hainyeko, Windhoek East, Windhoek West, Windhoek Rural
Kunene	7	Epupa, Kamanjab, Khorixas, Opuwo Rural, Opuwo Urban, Outjo, Sesfontein
Ohangwena	12	Eenhana, Endola, Engela, Epembe, Ohangwena, Okongo, Omulonga, Omundaungilo, Ondobe, Ongenga, Oshikango, Oshikunde
Omaheke	7	Aminuis, Epukiro, Gobabis, Kalahari, Okarukambe, Otjinene & Otjombinde
Omusati	12	Anamulenge, Elim, Etayi, Ogongo, Okahao, Okalongo, Onesi, Oshikuku, Otamanzi, Outapi, Ruacana, Tsandi
Oshana	11	Okaku, Okatana, Okatjali, Ompundja, Ondangwa Rural, Ondangwa Urban, Ongwediva, Oshakati West, Oshakati East, Uukwiyu, Uuvudhiya
Oshikoto	11	Eengodi, Guinas, Nehale IyaMpingana, Okankolo, Olukonda, Omuntele, Omuthiya-Gwiipundi, Onayena, Oniipa, Onyaanya, Tsumeb
Otjozondjupa	7	(Grootfontein, Okahandja, Okakarara, Omatoko, Otavi, Otjiwarongo, Tsumkwe

Zambezi	8	Judea Lyaboloma, Kabbe North, Kabbe South, Katima Mulilo Urban, Katima Mulilo Rural, Kongola, Linyanti, Sibinda
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Minimum Requirements: An appropriate 3 years Diploma or equivalent qualification at NQF L6, sound managerial and administrative skills. Applicants must have a valid driver's license. Previous electoral experience and computer literacy will serve as an added advantage.



Competencies, skills and additional requirements:

- Proven leadership, coaching and supervisory skills;
- Decision-making skills;
- Team management skills;
- High level of integrity and professionalism;
- Demonstrable knowledge and experience of elections related activities;
- Numerical and analytical skills are highly required;
- Applicants must be impartial and non-partisan;
- Must be willing to work long and irregular hours including weekends and public holidays;
- Listed references with traceable contacts must be provided.

Remuneration:

Post Designation	Fixed Rates		
	Supervisor of Registration/ Returning Officer	Training Allowance	Registration and days outside polling
	N\$150.00 per day	N\$ 641.00 per day	N\$ 961.00 per day

(B) POST DESIGNATION: REGIONAL IT TECHNICAL SUPPORT STAFF

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|------------------------------|------------------------------|
| 1x Post: //Karas Region | 1x Post: Omaheke Region |
| 1x Post: Erongo Region | 1x Post: Omusati Region |
| 1x Post: Hardap Region | 1x Post: Ohangwena Region |
| 1x Post: Oshana Region | 1x Post: Kavango East Region |
| 1x Post: Kavango West Region | 1x Post: Otjozondjupa Region |
| 1x Post: Oshikoto Region | 1x Post: Khomas Region |
| 1x Post: Kunene Region | 1x Post: Zambezi Region |

Minimum Requirements: Bachelor's Degree in Computer Science, CIS or. 3 years' supervisory experience in the IT support industry. 2 years working experience in an IT support environment. Strong analytical, decision making, critical thinking and organizational skill. Strong verbal and written communication skills. Applicants must have a valid driver's license. Previous electoral experience will serve as an added advantage.

Additional Requirements:

- Industry related CompTIA A+ international certification
- Industry related CompTIA N+ international certification

- Having worked in the IT Technical Support Field for minimum of 2 years with excellent performance in processing, quality and customer service
- ITIL Foundation Certification
- Knowledge Centered Support Certification
- HDI Support Center Certification
- Ability to write reports and correspondences
- Excellent presentation, facilitation and communication skills
- Must be willing to work long and irregular hours including weekends and public holidays;
- Applicants must be impartial and non-partisan;

Post Designation	Fixed Rates	
Regional IT Technical Support Staff	Training Allowance	Remuneration per day
	N\$150.00 per day	N\$523.00 per day

(C) HR Assistants (8x Post: ECN Head Office – Windhoek)

Minimum Requirements: A national Diploma majoring in human resources, previous electoral experience is an advantage, computer literacy and numerical skills is a must. Good knowledge of Microsoft word, Excel, Spreadsheet and Data base is an added advantage.

Additional Requirements:

- Team management skills;
- High level of integrity and professionalism;
- Numerical and analytical skills are highly required;
- Applicants must be impartial and non-partisan;
- Must be willing to work long and irregular hours including weekends and public holidays;
- Listed references with traceable contacts must be provided.

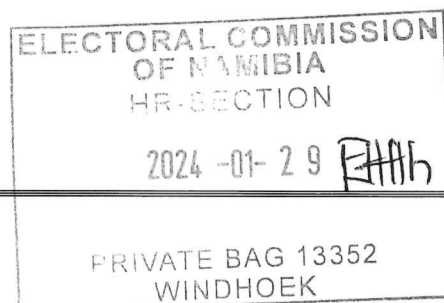
Post Designation	Fixed Rates
HR Assistants	373 per day

(D) PROCUREMENT ADMINISTRATIVE OFFICERS (4 x Post: ECN Head Office – Windhoek)

Minimum Requirements: A National Diploma majoring in procurement or related subject, previous electoral experience is an advantage, computer literacy and numerical skills is a must. Knowledge of IFMS is an added advantage.

Additional Requirements:

- Team management skills;
- High level of integrity and professionalism;
- Numerical and analytical skills are highly required;
- Applicants must be impartial and non-partisan;
- Must be willing to work long and irregular hours including weekends and public holidays;
- Listed references with traceable contacts must be provided



Post Designation	Fixed Rates
Procurement Administrative Officers	373 per day

CLOSING DATE: 14TH FEBRUARY 2024

GENERAL INFORMATION:

Take note: All Applications must be hand delivered at ECN Head Office or ECN Regional Offices or mailed by post

Applications are strictly for unemployed individuals only.
Faxed/emailed applications will not be considered.

Applicants should not have any disciplinary related cases in the past electoral activities.
Foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA) and proof of evaluation of qualifications should be attached.

Previously disadvantaged Namibians are encouraged to apply, including people with Disabilities, Marginalized Communities and Women.

All applications must be accompanied by a:

- **Certified copy of the Driver's License, where applicable**
- **Comprehensive Curriculum Vitae;**
- **Certified copies of academic qualifications;**
- **Certified Namibian Identity Document (ID);**
- **Declaration indicating whether the applicant was or is an office bearer of a political party, active politician had or has a high party political profile.**

Failure to submit any of the abovementioned documents will lead to automatic disqualification.

In addition, applicants shall be subjected to good conduct certification.

Applications should be addressed to:

**Chief Electoral and Referenda Officer
Private Bag 13352
WINDHOEK**

**Enquiries: Mr. C. Katjuanojo Tel no: 061-376230
Ms. Martha Bostander, Tel no: 061 - 376283
Ms. Bertha Heita, Tel no: 061-376264
Ms. Elizabeth Haipinge, Tel no: 061 – 376283
Mrs. Marlet Mouton, Tel No: 061 376264**

NB: BE AWARE OF SCAMMERS.

