



TEMPORARY VACANCIES ANNOUNCEMENT

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 within the Region and Constituency where they reside.

- a) **Post designation** : 121x Supervisor of Registration/Returning Officer
Duty stations :

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 //Garoeb, 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

Fixed remuneration rate : **N\$641 per day** (Registration and days outside polling)

Fixed remuneration rate : **N\$961 per day** (Polling)

Fixed training allowance : **N\$150 per day**

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.

b) Post designation : **14x Regional IT Technical Support Staff**

Duty station : (||Karas, Omaheke, Erongo, Omusati, Hardap, Ohangwena, Oshana, Kavango East, Kavango West, Otjozondjupa, Oshikoto, Khomas, Kunene, and Zambezi Region)

Fixed remuneration rate : **N\$523 per day**

Fixed training allowance : **N\$150 per day**

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;

c) Post designation : 8x Human Resources Assistants
Duty station : ECN Head Office – Windhoek
Fixed remuneration rate : 373 per day

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 Dada 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.

d) Post designation : 4x Procurement Administrative Officers
Duty station : ECN Head Office – Windhoek
Fixed remuneration rate : 373 per day

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

CLOSING DATE: 14 FEBRUARY 2024

GENERAL INFORMATION:

- **Take note:** All Applications must be hand delivered at ECN Head Office (HR Department) or ECN Regional Offices or mailed by post. Faxed and emailed applications will NOT be considered.
- **ONLY** applications for unemployed Namibian citizens will 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, Marginalised Communities, Women and youth.

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:

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

Enquiries: Mr Chellen Katjuanjo – 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 376283

NB: Please take note that ECN will not ask any form of compensation from you in return for a job offer, or otherwise. Beware of scammers and report any corrupt activities.