



VACANCY ANNOUNCEMENT

DIRECTORATE OPERATIONS

DIVISION: REGISTRATION AND PLANNING (ELECTIONS ADMINISTRATION)

Post Designation	: Deputy Director Grade 4
1 x Post	: Windhoek
Salary Notch	: N\$ 492,567 – 517,836
Annual Housing Allowance	: N\$ 121 560 per annum
Motor vehicle allowance	: Capital Cost N\$ 83 106
	: Running Cost N\$ 27 811
Total Allowance	: N\$ 110 917 per annum

Job Summary

- ◆ The Deputy Director: Planning and Registration (Elections Administration) reports functionally and structurally to the Director of Operations, and is mainly responsible for providing functional direction and leadership in respect of administration of elections & referenda processes in terms of planning and implementation of electoral operations, deployment and demobilization of electoral resources. The remuneration and benefits of this position is commensurate with that of a Deputy Director in the Public Service.

Duties and Responsibilities

The Deputy Director: Planning and Registration (Elections Administration) is charged with the following duties and responsibilities:

- ◆ Contribute towards the development and implementation of a service delivery model aligned with ECN's strategic objectives
- ◆ Develop Electoral Calendars based on the Electoral Cycle approach and taking charge of elections administration in respect of electoral planning and execution
- ◆ Assess continuously the impact and effectiveness of voter registration systems and processes with a view to maintain credible and accurate voters' registers at all times
- ◆ Review regularly, develop and implement electoral management systems including standard operating procedures (SOPs) and related technologies aimed at ensuring credibility and integrity of both voter registration and polling processes
- ◆ Manage and provide, through utilizing appropriate analytical models and applications, of statistics with regards to voter registration, voting and election results
- ◆ Control and supervise processes of registration of voters, including continuous, supplementary and general registration of voters
- ◆ Monitor continuously the progress of elections administration and develop new programmes, with specific aim to produce an up-to-date and reliable voters' register
- ◆ Play instrumental role towards development of concepts and introduction of innovations, through application of appropriate technologies, in the management and transmission of election results at Polling Stations, Collation Centres as well as the Central Elections Results Centre

- ◆ Conduct and supervise ongoing training of election officials, and other relevant officials before and during an election and take overall responsibility of the training processes
- ◆ Lead and supervise the preparations for various aspects of the electoral processes including logistics, transport, election materials, ballot papers, recruitment of election officials, deployment and demobilisation of teams
- ◆ Liaise with Offices/Ministries/Agencies with regard to logistics, planning and transport during the implementation of electoral projects
- ◆ Secure budgetary and staffing provisions for the Division's activities and to ensure optimal utilization of the resources
- ◆ Formulate and prepare annual plans aligned with the institutional Strategic Plan, Institutional Procurement Plan and National Development Plans (NDPs)
- ◆ Conduct business performance, reviews, and produce Quarterly & Annual Review Reports of the Division
- ◆ Establish and maintain high standards for performance of the Division, and ensure ongoing wellbeing in a high pressure time and critical environment
- ◆ Safeguard compilation, maintenance and updating of the National Voters Register
- ◆ Provide administrative and technical support to the Director Operations in respect of assessing potential electoral risks and develop appropriate interventions and mitigation strategies

Academic Qualifications and Personal Attributes

- ◆ A Bachelor Degree (NQF 7) or equivalent in the field of Business Administration/Management, Human Resource Management, Public Administration/Management, Social Sciences or any other relevant field of study
- ◆ Post graduate degree will be an added advantage
- ◆ Nine (9) years' appropriate experience in administration, supervision and mid-management level
- ◆ Experience in electoral operations management and proven participation in election observation programs will be an added advantage
- ◆ Firm commitment to the principles of integrity, independence, impartiality, fairness, political neutrality, professionalism and equality

Competencies and Skills

- ◆ Proven leadership, coaching and supervisory skills
- ◆ Decision-making skills
- ◆ Team management skills
- ◆ Ability to work under extreme pressure
- ◆ Ability to withstand excessive physical and psychological stress for considerable duration
- ◆ Planning and analytical skills
- ◆ Ability to work in a multi –disciplinary environment and to liaise with ease at all levels
- ◆ Thorough knowledge of electoral laws, policies, procedures and the application of election administration
- ◆ Good understanding of voter & civic education system of the country
- ◆ Good knowledge of budgeting processes, budget control logistic management
- ◆ Ability to execute or approach both administrative and electoral processes in a systematic manner

Additional Requirements

Applications must be accompanied with the following:

- ◆ Comprehensive Curriculum Vitae
- ◆ Certified copies of the academic qualifications
- ◆ Namibian Identify Document (ID)
- ◆ Valid Certificate of Conduct
- ◆ Declaration indicating whether the applicant has been or is an office-bearer of a political party, active politician had or has a high party political profile.

A detailed job description will be made available to shortlisted candidates.

Enquiries: Mrs. Josephine Muhapi, E-mail address: jmuhabi@ecna, Tel No: 061-376205
Hand delivered to: Ms. Josephine Muhapi, Elections House, Windhoek North, 67-71 Van Rhijn Street, Office, Room No.250, 2nd Floor.

DIVISION: SECURITY AND RISK MANAGEMENT

Post Designation : Security Operation Officer Grade 8
1 x Post : Windhoek
Salary Notch : N\$ 227,453 – 271,828
Housing Allowance : N\$ 17,424 per annum
Transport Allowance : N\$ 10 512 per annum

Minimum Requirements: A National Diploma in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 6.

Additional Requirements: Completed police, military, correctional services or security management basic training. Possession of a valid Driver's License is an added advantage.

Key Functions:

- Conduct, coordinates, supervise, control and organize day to day security and risk management programmes in conjunction with guard officers at head office and direct guards' duty at all ECN Regional Offices
- Organize, direct, coordinate and supervise the implementation of physical security programme and plans at ECN
- Carry out investigations on the contravention of security directives and report to the Senior Security Operations Officer on the findings
- Ensure contracted security personnel are supervised, monitored and are complying to the Electoral Commission set protective standards
- Ensure that all protective measures in the Electoral Commission of Namibia are updated and serving the purpose
- Assess the physical security status and recommend on how best the Commission security can be improved
- Ensure the Commission's physical environment is secured through day-to-day patrol and inspection of the ECN's infrastructure and or installations
- Manage the ECN security control rooms and CCTVs infrastructures
- Assist the Senior Security Officer with risk assessments and device the strategies to mitigate risks that may compromise the Commission
- Assist, direct and control the execution of vetting's/ background checks in the Commission
- Be available to execute other security and or risk management related tasks and any other assigned duties. as so directed by the supervisor

NB! PLEASE TAKE NOTE THAT THE ABOVE POST IS SUBJECT TO VETTING

Enquiries: Ms Wilka Ndahangwanonya Tel No: 061-376214

Hand delivered to: Ms Wilka Ndahangwanonya, Elections House, Windhoek North, 67-71 Van Rhijn Street, Office, Room No. 254, 2nd Floor.

Note:

- ◆ Applicants must also attach proof of confirmation of probation to their application for employment.
- ◆ Women, youth, and people living with disabilities are encouraged to apply.

- ◆ **Foreign qualification must be submitted with an evaluation letter of qualifications from the Namibian Qualification Authority (NQA).**

The application must be submitted on form 156043 obtainable from any Government Ministry/Office/ Agency. Failure to complete all items in the application form for employment and not attaching the necessary documents will disqualify the applicant. The completed application form must be addressed to:

The Chief Electoral and Referenda Officer, Private Bag 13352, Windhoek, NAMIBIA.

CLOSING DATE: 16 FEBRUARY 2024 at 17H00.