



Electoral Commission of Namibia

TEMPORARY VACANCIES

DIRECTORATE: OPERATIONS
DIVISION: REGISTRATION AND PLANNING

The Electoral Commission of Namibia (ECN) will conduct a General Registration of Voters (GRV) from 03 June to 01 August 2024. Additionally, Presidential and National Assembly Elections will take place on 27 November 2024, by the Electoral Act No.5 of 2014. As a result, the ECN is seeking to recruit competent unemployed individuals for temporary positions.

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

(A) ACCOUNTS ASSISTANTS (4 x Posts: ECN Head Office – Windhoek)

Minimum Requirements: An appropriate Diploma on NQF L6 majoring in accounting, computer literacy and numerical skills is a must. Knowledge of IFMS is an added advantage.

Remuneration: Fixed rate: N\$ 393.00 per day

(B) DATA CENTRE ADMINISTRATIVE OFFICERS (10 x Posts: ECN Head Office – Windhoek)

Minimum Requirements: An appropriate Diploma on NQF L6 majoring in Office Administration, computer literacy and numerical skills. Good knowledge of Microsoft Word, Excel, Spreadsheet and Data base is a must.

Remuneration: Fixed rate: N\$ 393.00 per day

(C) TRANSPORT OFFICERS (4 x Post: ECN Head Office – Windhoek)

Minimum Requirements: An appropriate Diploma on NQF L6, majoring in fleet management, Driver's license is a must and should be older than 2 years.

Remuneration: Fixed rate: N\$ 393.00 per day

(D) POST DESIGNATION: REGIONAL LOGISTIC OFFICERS

- 3x Post: Zambezi
3x Post: Erongo
3x Post: Hardap
6x Post: //Kharas
6x Post: Kavango East
6x Post: Otjozondjupa
6x Post: Kunene
3x Post: Omaheke
6x Post: Omusati
3x Post: Oshana
3x Post: Oshikoto
3x Post: Kavango West
6x Post: Ohangwena

Minimum Requirements: A National Diploma or equivalent qualification majoring in logistics/Chain Supply with experience in a store management. Driver's license is a must and should be older than 2 years.

Remuneration: Fixed rate: N\$ 472.00 per day

(E) YOUTH AMBASSADORS (84x)

- 5x Post: //Kharas
5x Post: Erongo
5x Post: Hardap
5x Post: Oshana
5x Post: Kavango West
5x Post: Oshikoto
5x Post: Kunene
5x Post: Omaheke
5x Post: Omusati
5x Post: Ohangwena
5x Post: Kavango East
5x Post: Otjozondjupa
5x Post: Khomas
5x Post: Zambezi

Minimum Requirements: A Grade 10 Certificate, NQF L2, previous electoral experience is an advantage, must be between 18 - 25 years old.

Remuneration: Fixed rate: 276 per day

(F) POST DESIGNATION: REGISTRATION OFFICIALS/POLLING OFFICIALS

General Registration of Voters: 1828 x Post Country-wide
Polling: 14 000 x Post Country-wide

Minimum Requirements: A Grade 10 or Grade 12 Certificate (NQF Level 3) or equivalent qualification with appropriate experience. Previous electoral related experience, computer literacy and a valid driver's license will be an added advantage. Drivers license must 2 years and older

Remuneration:

Table with 3 columns: Post Designation: Registration/Polling Officials, Fixed Rate for Registration and days outside polling, Fixed Rate for Polling Officials. Rows include Non - Government Officials, Training Fee.

Team Leaders/Presiding Officers will be selected following a comprehensive numeracy, literacy and eligibility tests following the conduct of the training.

POST DESIGNATION:

CONSTITUENCY IT FIELD SUPPORT STAFF

260 x Post: Country Wide

Minimum Requirements: Diploma in informatics or equivalent qualification. Industry related CompTIA A+ international

certification. Having worked in the IT Technical Support Field for minimum for 2 years with excellent performance in processing, quality and customer service. Applicants must have a valid driver's license. Previous election experience will serve as an added advantage.

Remuneration: Fixed rate: N\$ 472 per day

(G) REGIONAL ASSISTANT ADMINISTRATIVE OFFICERS (X14)

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

Minimum Requirements: A Diploma in Business Administration/Office Administration, NQF L6 and computer literacy and good knowledge of Microsoft Word, Excel and PowerPoint is a must.

Remuneration: Fixed rate: N\$ 393.00 per day.

(i) CLEARNER

Minimum Requirements: Grade 10 with a D in English

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

Remuneration: Fixed rate: N\$ 185 per day.

Additional Requirements for all positions.

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

CLOSING DATE: 08 April 2024

GENERAL INFORMATION:

Hand delivered, faxed/emailed applications will not be considered. Only applications submitted through the link provided will be considered.

APPLICANTS MUST APPLY IN THE REGION/CONSTITUENCY WHERE THEY RESIDE ONLY. MULTIPLE 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:
Comprehensive Curriculum Vitae;
Certified copies of academic qualifications;
Namibian Identity Document (ID);
Declaration indicating whether the applicant is an office bearer of a political party, active politician or has a high party political profile;
Successful Officials selected as Team Leaders/ Presiding Officers will be subjected to a Code of Conduct..

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

To access the full details of the above temporary positions please visit our website https://www.ecn.na

NB: Use google chrome web browser

NB: BE AWARE OF SCAMMERS.

Enquiries:

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