

## VACANCIES

### DIRECTORATE: OPERATIONS SUBDIVISION: REGIONAL ELECTORAL OPERATIONS

**Post Designation** : Chief Regional Officer (Regional Electoral Officer) Grade 6  
(RE-ADVERTISEMENT).  
**1x Posts** : Zambezi - (Katima Mulilo)  
**Salary Scale** : 337,984- 403,922  
**Housing Allowance** : 14,520 per annum  
**Transport Allowance** : 8,760 per annum

#### Minimum requirements

Bachelor Degree in Business Administration/Management, Public Administration/Management. Candidates must have Six (6) years' appropriate experience in Administration of which two (2) years must be at the level of Chief Administrative Officer Grade 8 or Supervisory Level. Interested candidates must be in possession of a valid two (2) years driver's license (Code B). Computer Literacy is essential as well as excellent communication skills.

#### Job Summary

The Chief Regional Officer (Regional Electoral Officer) reports functionally to the Director of Operations and structurally to the Chief Electoral Officer, and is mainly responsible for the provision of voter & civic education, administration of elections & referenda processes in terms of planning and implementation of electoral operations, deployment and demobilization of electoral resources as well as administrative functions at regional level.

#### Duties and Responsibilities

Chief Regional Officer (Regional Electoral Officer) is charged with the following duties and responsibilities:

- Responsible to provide overall leadership in terms of execution of electoral activities for the region;
- Develop and oversee the implementation of regional strategies covering both voter & civic education and elections administrations,
- Develop and oversee the implementation of annual management plans and regional budget estimates and utilization thereof;
- Develop and consolidate all relevant reports for all constituencies within the region;
- Control and supervise all registration of voters, including continuous and supplementary registration of voters as well as general registration of voters when applicable;
- Serve as a direct supervisor for all the voter education officers and administrative staff in the region;
- Consult relevant stakeholders in the region (e.g. regional councilors; traditional/religious leaders, political parties, Governor's office, public and private institutions);
- Assess and evaluate the impact of civic and voter education activities in the region and advise the Commission through established reporting structures;
- Serve as the chairperson of regional electoral operations committee
- Ensure the establishment of regional advisory committees and voter and civic education offices to decentralize the distribution of voter and civic education materials and to increase local participation;
- Provide training and orientation to all temporary electoral officials appointed for electoral programs (e.g. supervisors of registration and returning officers, registration of voters, polling and referendum officers) within the region concerned;
- Responsible for determination of registration/polling venues and collation centers and needs assessment in consultation with Deputy Director: Registration and Planning;
- Continuously assists and provides required administrative support to the Supervisors of Registration and Returning Officers in executing his/her duties to ensure delivery of credible elections;
- Responsible for polling materials supplied and delivered, to and from election officials and liaise with Supervisor of Registration/Returning Officers, including the management of regional stores under his/her jurisdiction;
- Ensures effective record management;
- Develop monthly and quarterly activity plans of civic and voter education activities to be carried out in the region.
- Submits monthly, quarterly and annual reports covering electoral operations in the region (e.g. voter and civic education activities, elections administration) carried out in the region;
- Ensure proper control of vehicles and all properties of the ECN in the region; and
- Carry out any other activities as instructed by the relevant authorities of the ECN.

#### Competencies and Skills

- Extensive experience at supervisory level, for at least 5 years, in electoral operations will be added advantage;
- Proven leadership and supervisory skills;
- Decision-making skills,
- Team management skills;
- Ability to work under extreme pressure;
- Planning and analytical skills;
- Ability to work in a multi –disciplinary environment and to liaise with ease at all levels;
- Possession of good knowledge in government budgeting process, logistics and electoral operations; and
- Ability to execute or approach both administrative and electoral operations in a systematic manner.

#### 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 or not.

**Application Procedures:** Interested applicants must complete the revised Public Service application form 156043 (APPLICATION FOR EMPLOYMENT) and Form 156094 (HEALTH QUESTIONNAIRE), which is obtainable from any Regional Offices of the Ministry. Failure to attach necessary documents (original certified) and complete part B.11 of the employment form and all items on the application forms correctly, will disqualify your application. One testimonial from current employer not older than one year or Certificate of Service must be attached to the application. All foreign qualifications must be submitted with evaluation report from Namibia Qualifications Authority (NQA). All candidate from Private Sector and Public Enterprises must attach proof of the current position's Grade/Bad and the salary scale. Persons with disabilities are encouraged to apply. Please take note, only shortlisted candidates will be contacted and no documents will be returned. No application should be submitted at the Regional Offices and No emailed application will be accepted. Staff members 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.

Applications 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 emailed application will be accepted.

Staff members must have completed their probation successfully and proof of probation confirmation should be attached.

Inquiries: Mr Chellen. Katjuanja 061 376230, Ms Martha Bostander 061376283.  
Closing Date: 06 September 2024 at 17h00

Any applications received after this date and time will not be considered.