



Electoral Commission
of Namibia

VACANCIES

DIVISION: GENERAL SERVICES
SECTION: HUMAN RESOURCE

Post Designation	:	Learning and Development Officer Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Minimum Requirement: A B-Degree in Human Resources Management or Organizational Development or Industrial Psychology or related field at NQF Level 7.

Additional Requirements: Preference will be given to candidates with five (5) years working experience as a Human Resource Practitioner or Learning and Development Officer or Training Officer.

Key Responsibilities :

- Identification of training needs
- Facilitate in-house training
- Administration of the staff development fund
- Updating of training information or data, research and update training materials
- Induction and orientation facilitation
- Implement the annual training plan and coordinate Performance Management System (PMS)

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;
- Declaration indicating whether the applicant is active in politics or has a high profile in a political party;
- Able to work long hours and under pressure; and
- Valid driver's licence serves as an added advantage

OFFICE OF THE CHIEF ELECTORAL AND REFERANDA OFFICER

Post Designation	:	Private Secretary Grade 8
1x Post	:	Windhoek
Salary Scale	:	N\$238,825 – N\$285,420
Housing Allowance	:	N\$17,424 per annum
Transport Allowance	:	N\$10,512 per annum

Job Summary

The Private Secretary reports directly to the Personal Assistant (PA) and overall to the Chief Electoral and Referenda Officer (i.e. CEO), and is mainly responsible for providing requisite administrative and operational support to the Office of the CEO. The incumbent assists the CEO, through the PA, in managing day-to-day duties of the Office and carrying out clerical work of the Office, subject to the guidance and directions to be provided by the CEO. **This role is critical requiring a high level of professionalism and confidentiality** in managing both administrative and secretarial functions, communication, and coordination to enhance efficiency and effectiveness within the Office of the CEO. The remuneration and benefits of this position is commensurate with that of a Private Secretary Grade 8 in the Public Service.

Key Responsibilities

(a) Administrative & Clerical Support

- Manage the day-to-day office administrative duties, including scheduling meetings, appointments, and conference calls, in consultation with the Personal Assistant.
- Handle **All incoming and out-going** correspondences, including emails, letters, and reports and drafting responses when necessary and as required, whilst exercising utmost professionalism and confidentiality.
- Prepare documents, reports, presentations, letters and submissions for the PA's review.
- Maintain and organise office records, databases, correspondence tracker and confidential files in consultation with the PA.
- Assist in preparing all management/Political Liaison and any other ad-hoc document packs.
- Ensure all materials required for meetings and events are prepared well in advance

(b) Communication & Liaison

- Act as a point of contact between the PA and internal/external stakeholders.
- Relay instructions, messages, and updates from the PA to relevant personnel when required.
- Draft memos, meeting minutes, and correspondence for the PA's review, when required, for CEO's consideration and approval.
- Screen phone calls, emails, and inquiries, directing them to the PA and responding where appropriate.
- Maintain a high level of **professionalism and confidentiality** in all interactions.

(c) Meeting Coordination

- Assist in scheduling and organising meetings, ensuring all logistical needs are met.
- Prepare meeting agendas, meeting packs, and any other instructions as directed by the PA or CEO where necessary.
- Take minutes during departmental meetings and other when required and ensure timely distribution of minutes.
- Track and follow-up on timely response for all correspondences as distributed to various offices/directorates/divisions and ensure timely responses.
- Arrange venues, catering services, and ensure all logistic arrangements for meetings and other high-level events or engagements.

(d) Travel & Logistics Management

- Coordinate travel arrangements for the office of the CEO, including flights, accommodations, and transport as directed by the PA.
- Prepare detailed itineraries and all travel documents as will be directed by PA.
- Handle visa applications, bookings, and expense tracking related to travel.

(e) Office & Task Management

Ensure the CEO's office functions efficiently by managing office supplies, IT requests, and operational needs. Assist the PA in event planning, corporate engagements, and special projects. Monitor task deadlines, reminders, and follow-ups to enhance productivity as directed by PA. Handle any ad hoc tasks as assigned by the CEO and PA.

Job Requirements and Qualification

(a) Academic Qualifications and Personal Attributes

- A National Diploma in Business Administration, Public Administration/Management, Office Management/Secretarial Studies or related field of study.
- 5 years' appropriate experience in an Administrative, Executive Assistant or Secretarial role of which three (3) years must be at the level of Executive/Private secretary Grade 9.
- Firm commitment to the principles of integrity, independence, impartiality, fairness, political neutrality, professionalism and equality.
- **Previous experience working as an executive assistant/private secretary in a highly sensitive and busy environment serves as added advantage.**

Required Competencies and Skills

- Excellent organisational and time-management skills
- Ability to prioritise tasks and manage workload efficiently
- Strong interpersonal and relationship-building skills
- Proactive and detail-oriented approach to tasks
- Ability to maintain good level of maturity, sensitive information, integrity and confidentiality.
- Excellent verbal and written communication skills.
- Strong organisational, communication, and multitasking skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Problem solving and decision-making skills.
- Good interpersonal skills.
- Ability to work long hours and under extreme pressure.
- Ability to work in a multi-disciplinary environment and to liaise with ease at all levels.

ADDITIONAL REQUIREMENTS

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KEY INFORMATION TO ALL APPLICANTS

An application (on form 156043 obtained at all Government offices) together with a comprehensive curriculum vitae and certified copies of education qualification 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.

Foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA) and proof of evaluation of qualifications should be attached.

Staff members applying for promotional positions 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.

Previously disadvantaged and persons with disabilities are encouraged to apply.

Enquiries: Ms. Wilka Ndahangwanonya 061376214 or Chellen Katjuanjo 061376230.

Closing Date: 25 April 2025