



## Electoral Commission of Namibia

### VACANCIES

**DIRECTORATE: OPERATIONS**  
**DIVISION: INFORMATION COMMUNICATION TECHNOLOGY**  
**SUB-DIVISION: SYSTEMS AND APPLICATION SUPPORT**

**Post Designation** : **Chief Analyst Programmer Grade 6**  
**1x Post** : **Windhoek**  
**Salary Scale** : **N\$ 354, 883 – 424,119**  
**Housing Allowance** : **N\$17,424 per annum**  
**Transport Allowance** : **N\$10,512 per annum**

#### Job Summary

The Chief Analyst Programmer's role is to ensure the definition, development, testing, analysing, installing and maintaining new and existing software applications in support of the achievement of both the Commission's Electoral and Corporate business requirements. The Chief Analyst Programmer will conduct research, design, document, and modify software specifications throughout the production life cycle for efficient ICT operations of the Commission. The position reports to the Deputy Director: ICT

#### Duties and Responsibilities

The Chief System Analyst Programmer is charged with the following duties and responsibilities:

- Technical lead in analysing, assessing and modifying existing or developing new business systems based on the needs of the Commission.
- Define software development project plans, including scoping, scheduling, and implementation
- Facilitate research and collaborate with stakeholders to identify end-user requirements and specifications, conceptualizing and development of new software programs and systems.
- Research, keep up and leverage on emerging Technology e.g. AI, blockchain, cybersecurity and others to advance electoral processes.
- Producing efficient and elegant code based on requirements.
- Testing and deploying programs and applications.
- Troubleshooting, debugging, maintaining and improving existing applications and systems.
- Compiling and assessing user feedback to improve systems performance.
- Ensure maintenance of databases, custom designed applications and others.
- Extraction of data and development of reports for Management and end users.
- Manage supplies of software versions, licenses and planning for software acquisitions.
- Write programming scripts to enhance functionality and/ or performance of applications as necessary.
- Develop and maintain systems user manuals and guidelines.
- Developing quality assurance procedures.
- Ensure systems are interoperable.
- Working closely with service provider developers, UX designers, business and systems analysts.
- Train end users to operate new or modified applications and systems.
- Develop and maintain the Commission's website and the intranet.
- Develop technical documentation of systems.
- Performance management of subordinates.
- Supervise subordinates and provide systems advisory to the Commission

#### Minimum Requirements:

- A Degree or higher qualification in software engineering/computer science/business computing or any equivalent qualification at NQF level 6 or higher, plus 5 years of appropriate experience of which 2 years must be at supervisory level. Be proficient in databases, programming and modelling languages.
- Valid driver's licence is a **MUST**. The license must be not be less than two (2) years.

#### 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

**Post Designation** : **Analyst Programmer: Grade 9**  
**1 x Post** : **Windhoek**  
**Scale of Salary** : **N\$ 215,965 -258,514 (P)**  
**Housing Allowance** : **N\$17,424 per annum**  
**Transport Allowance** : **N\$10,512 per annum**

The Analyst Programmer's role is to develop, test, analyse, and maintain new and existing software applications in support of the achievement of both the Commission's Electoral and Corporate business requirements. This includes writing, coding, testing, and analysing software programs and applications, as well as administration of databases. The Analyst Programmer will also assist in research conduct, design, document, and modify software specifications throughout the production life cycle for efficient ICT operations of ECN. The position reports to the Chief Analyst Programmer

#### Duties and Responsibilities

The Analyst Programmer is charged with the following duties and responsibilities:

- Analyses and assess existing business systems and identify areas of modification.
- Assists in the definition, development, and documentation of software's business requirements, objectives, deliverables, and specifications on a project-by-project basis in collaboration with concerned user departments.
- Assists in defining software development project plans, including scoping, scheduling, and implementation.
- Researches, identifies, analyses, and fulfil requirements of all internal and external system users.
- Analyses and recommends system improvement on emerging application development software products, languages, and standards in support of procurement and development efforts.
- Designs, runs and monitors software performance tests on new and existing systems for the purposes of correcting errors, isolating areas for improvement, and general debugging.
- Administers critical analysis of test results and deliver solutions to problem areas.
- Generates statistics and writes reports for management and team members on the status of the programming process.
- Develops and maintains user manuals and guidelines. i.e. training manuals.
- Trains end users to operate new or modified systems and challenges identified by the users.
- Facilitates and maintains the website by liaising with the Corporate Communication Department.
- Installs software products for end users as and when required.
- Plans and resolves identified shortcomings.
- Ensures systems availability at all times.
- Administers existing and future databases.
- Maintains a register of all system change requests.
- Ensures integration of existing and future systems.

#### Minimum Requirements:

- An Advanced Diploma or higher qualification in software engineering/computer science/business computing or any equivalent qualification at NQF level 6, plus at least 2 appropriate years of experience. Be proficient in databases, programming and modelling languages. MS SQL, Oracle PL/SQL skills would be an added advantage.
- Valid driver's licence serves as an added advantage

#### 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

#### DIRECTORATE OPERATIONS

**DIVISION: ELECTIONS ADMINISTRATION**  
**SUB-DIVISION: TRAINING, VOTER REGISTRATION AND VOTING**

**Post Designation** : **Control Administrative Officer: Grade 6**  
**1 x Post** : **Windhoek**  
**Scale of Salary** : **N\$ 354, 883 – 424,119**  
**Housing Allowance** : **N\$17,424 per annum**  
**Transport Allowance** : **N\$10,512 per annum**

#### Job Summary

The Control Administrative Officer Training, Voter Registration and Voting is mainly responsible for supporting the planning, organization, and implementation of electoral processes in accordance with the law and regulations. This includes overseeing voter registration, coordinating election day activities and ensuring that all election procedures are conducted fairly, transparently and efficiently. The Control Administrative Officer will collaborate with the Regional Electoral Officers to ensure that every election-related operation is executed efficiently, timely, and in compliance with all electoral guidelines.

The position reports to the Deputy Director Election Administration.

#### Duties and Responsibilities

The Control Administrative Officer: Training, Voter Registration and Voting is charged with the following duties and responsibilities:

- Ensure timely drafting of election schedules in line with the election cycle approach;
- Coordination of the registration of voters (i.e. general registration of voters, supplementary registration of voters, continuous registration of voters);
- Administers the compilation and maintenance of the National Voters Register;
- Initiate proposals for streamlining and simplifying basic operational work methods and improvements for the Subdivision, Training, Voter Registration and Voting;
- Ensure that there are up to date operational instructions/directives;
- Implementation of divisional policies and standard operating procedures.
- Develop training manuals, instructional materials and forms;
- Evaluates procedural documentation and field staff training materials to identify areas for improvement and ensure consistency with relevant legislation;
- Formulation and implementation of sub-divisional action plans, supervision of activities and performance assessment of sub-division staff members;
- Assist in preparation and execution of the divisional budget.
- Deal with all routine correspondence on all operational matters and other related duties which the Deputy Director: Elections Administration may specifically request;
- Conduct post-election reviews and compile draft reports, including statistical reports, evaluations, best practices and lessons learned as well as recommendations;
- Provide data analysis to support management decision making;
- Provision and facilitation of the training of election officials, election and counting agents;
- Ensure adherence to electoral laws, rules and guidelines.

#### Minimum Requirements:

- A Bachelor's degree in Public Administration, Business Management or related field at NQF level 6, plus at least 5 years' appropriate experience. Additional certification in election administration or public administration will be an added advantage.
- A Valid driver's licence

#### Skills and Competencies

- Strong organizational and time-management skills;
- Ability to work under pressure and handle multiple tasks simultaneously;
- Excellent communication skills, both verbal and written;
- Ability to maintain confidentiality and work with sensitive information;
- Detail-oriented with a strong commitment to accuracy;
- Firm commitment to the principles of integrity, independence, impartiality, fairness, political neutrality, professionalism and equality

#### 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

**DIVISION: GENERAL SERVICES**  
**SUBDIVISION: SUPPORT SERVICES**

**Post Designation** : **Control Administrative Officer: Grade 6**  
**1 x Post** : **Windhoek**  
**Scale of Salary** : **N\$ 354, 883 – 424,119**  
**Housing Allowance** : **N\$17,424 per annum**  
**Transport Allowance** : **N\$10,512 per annum**

#### 1. Job Summary

This job category includes personnel involved at –

operational level with directive intensive routine tasks with regard to provisioning administration and law administration to ensure the efficient administrative functioning of a Commission as well as the requisitioning, preparing, dispatching, identifying, inspecting, preserving, storing, maintaining and issuing of stock and the taking of stock and other related tasks.

advanced operational level with the administering the execution of inspections; and the performance of tasks which are of an advanced nature such as the rendering of specialized aid with identification and determination of needs, the arrangement for and control of the procurement, storing, provisioning, maintenance, utilization and disposal of all means (e.g. equipment and services) other than personnel which are necessary for the efficient functioning of the Commission, related operational units, and if necessary, overhead supervision of supporting units.

#### 2. Key Responsibilities

- Ensure compliance with the Public Service Act; Public Service Staff Rules; ECN Transport Policy, Stock Control Manual, Public Procurement Act; State Finance Act; Treasury Instructions, Regulations and other relevant Acts;
- Manage, administer and coordinate the activities of the Subdivision;
- Ensure that all defects of EC buildings are attended to timely
- Ensure that the Loss Control register is updated;
- Supervise subordinates and take appropriate action in every case of breach of any of the provisions of the Act, regulations, staff rules and other directives;
- Attend to grievances of staff members and maintain discipline.
- Analyze and verify Ministerial account information;
- Responsible for co-ordination of support services, Utility services, lithographic services, transfer & extension of telephone lines as well as scrutinize bills;
- Oversee the annual, continuous and occasional stock taking and submit reports to Treasury via the Financial Advisor;

- Ensure that monthly expenditure reports are provided to the Procurement Committee and the Chief Electoral and Referenda Officer on any ad-hoc approvals;
- Serve as the coordinator between Procurement Policy Unit and the Commission on procurement related matters;
- Oversee the implementations of the provisions made in the Archives Act 1992;
- Identify and assign tasks and responsibilities to subordinates;
- Oversee the provision of secretarial duties to the Procurement Committee and the Bid Evaluation Committee;
- Ensure that the Division's commitment register is updated;
- Ensure that the Commission contract management is effected;
- Draft submissions, memoranda, reports etc. in terms of various legislation and prescription;
- Ensure that monthly, quarterly and annual reports for the subdivision are compiled and submitted;
- Clear the encumbrance reports;
- Request for Supplier Codes from relevant ministry;
- Responsible for acquiring of all assets of the Commission in accordance with Public Procurement Act;
- Responsible for compiling the annual work plan for Auxiliary Subdivision;
- Ensure that Auditor General statements are submitted timely to the Financial Advisor;
- Report any discrepancies/deviation to the Deputy Director and ensure that written statements are provided;
- Ensure that annual Procurement Plan is compiled, updated, reviewed and forwarded to the PPU via relevant authorities;
- Ensure the completion of Performance Agreements and quarterly review of subordinates;
- Responsible for safe keeping and controlling of the attendance register;
- Any additional work-related duties assigned by the supervisor;

#### 3. Job Requirements and Qualification

##### 3.1 Academic Qualifications and Personal Attributes

- A National Diploma in Business Administration, Public Administration/Management, Procurement management or Transport Management or related field.
- 7 years' appropriate experience of which 3 years should be on the level of Administrative Officer Grade 8.
- Valid driver's licence serves as an added advantage with a license not less than twelve (12) months.
- a **MUST**. The license must be older than two (2) years.
- Firm commitment to the principles of integrity, independence, impartiality, fairness, political neutrality, professionalism and equality.
- **Previous experience working as Control Administrative Officer Grade 6 serves as added advantage.**

##### 3.2 Required Competencies and Skills

- Supervision and leadership skills
- Analytical and problem solving skills
- Good communication and Interpersonal skills
- Report writing and minute taking Skill
- Analytical and problem solving 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

- 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

**Post Designation** : **Administrative Officer Grade 12**  
**1 x Post** : **Windhoek**  
**Scale of Salary** : **N\$ 107,753 – 129,240**  
**Housing Allowance** : **N\$ 13, 944 per annum**  
**Transport Allowance** : **N\$10,512 per annum**

#### 1. Job Summary

This job category includes personnel involved at –

operational level with routine tasks pertaining to provisioning administration to ensure the efficient administrative functioning of a Commission as well as the requisitioning, preparing, dispatching, identifying, inspecting, preserving, storing, maintaining and issuing of stock and the taking of stock and other related tasks.

#### 2. Key Responsibilities

- Comply with the Public Service Act; Public Service Staff Rules; ECN Transport Cs, Public Procurement Act; State Finance Act; Treasury Instructions, Regulations and other relevant Acts.
- Conduct vehicles inspection;
- Arrange for repair and routine maintenance for vehicles;
- Arrange that all drivers have authorization to drive official vehicles;
- Issue Trip Authorities;
- Issue and receive petrol cards & vehicle keys;
- Arrange that the petrol cards & vehicle keys are kept in a safe;
- Reconcile Monthly Log summary sheet for each vehicle;
- Ensure that the vehicle accident reports are submitted timely;
- Update the register regarding the status of vehicles on a monthly basis;
- Monitor the fuel usage and report any misuse;
- Keep the key control register for issuing and receiving of vehicle keys;
- Follow up on all vehicles that went for service and repair;
- Prepare bidding documents for procuring of parts and service of vehicles;
- Handle all transport needs and requests;
- Complete a pool requisition form as per the approved submission and forward to the Head of Section;
- Any additional work-related duties assigned by the supervisor.

#### 3. Job Requirements and Qualification

##### Academic Qualifications and Personal Attributes

- A grade 12 certificate (NQA Level 3)
- A diploma in transport management, Business Management/Administration and relevant field will be an added advantage.
- 3 years' appropriate experience will be an advantage
- Valid driver's license serves as an added advantage with a license not less than twelve (12) months.

#### 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