



## VACANCIES

### **OFFICE OF THE CHIEF ELECTORAL AND REFERANDA OFFICER DIRECTORATE: LEGAL SERVICES**

<b>Post Designation</b>	<b>: Chief Legal Officer: Grade 4</b>
<b>1x Post</b>	<b>: Windhoek</b>
<b>Salary scale</b>	<b>: N\$ 517, 195 –N\$ 543, 728</b>
<b>Motor Vehicle Allowance</b>	
<b>Capital costs</b>	<b>: N\$ 83, 106.00 per annum</b>
<b>Running costs</b>	<b>: N\$ 27, 811.00 per annum</b>
<b>Total Allowance</b>	<b>: N\$ 110, 917.00 per annum</b>
<b>Housing Benefit</b>	<b>: N\$ 121, 560.00 per annum</b>

#### Duties and responsibilities

- Ensure the handling of all legal matters, with a particular focus on statutory compliance with the Electoral Act 5 of 2014 (as amended) and other legislation related to electoral matters.
- Oversee the registration and deregistration of political parties, organisations, and associations.
- Ensure that registered political parties, organisations, and associations comply with their electoral obligations.
- Draft, review, and analyse legal instruments such as contracts, Service Level Agreements (SLAs), and Memoranda of Understanding (MoUs).
- Study and interpret legal documents from both internal and external sources.
- Serve as Secretariat to the Commission during meetings and committees by providing appropriate legal guidance
- Ensure that the Commission's activities and operations are conducted in compliance with applicable laws, regulations, and ethical standards.
- Draft and review various legal documents in compliance with the Commission's legal standards.
- Represent the organisation in negotiations.
- Assist in the preparation of documents for court proceedings and arbitrations
- Ensure that the organisation's operations comply with applicable laws and regulations.
- Advise the organisation on legislative and regulatory changes.
- Assess the legal implications of new projects and support risk management efforts.
- Define the legal boundaries within which the Commission operates.
- Interpret and advise on legal provisions, resolutions, and decisions.
- Ensure compliance with reporting obligations to various affiliated bodies and organisations.
- Monitor changes in laws, regulations, and legal trends that may impact the Commission and provide regular recommendations for compliance.
- Provide legal training and guidance to permanent and temporary employees on legal matters and best legal practices.
- Perform tasks and lawful instructions as received by Chief Legal Advisor and management and any other lawful additional work.

**MINIMUM REQUIREMENTS:**

- BA LLB Degree, plus 9 years' in-service experience of which 3 years should be at the level of a Senior Legal Officer plus certification of satisfactory performance.
- BA LLB Degree plus Registration as provided for in the appropriate legislation.

**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.