

Post Designation : Legal Officer: Grade 7
1x Post : Windhoek
Salary Scale : N\$ 291,128 – N\$347,926
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

Job Description

- Assist with the compilation of minutes of PLC and Management meetings
- Assist the CEO's office in any manner.
- Receive and analyse new applications for registration as political parties/organisations
- Prepare new certificate, duplicate of political parties and organisations and maintain their register.
- Receive compliance documents from political parties and organisations
- Assist with drafting and reviewing notices for the Government Gazette
- Assist with reviewing regulations, forms, and policies
- Assist with serving as Secretariat at Commission meetings
- Assist with drafting and conducting legal research on organisational statutory document compliance
- Assist with proofreading various legal documents and providing advice thereon
- Assist with coordinating with the government attorney in providing necessary documents in any legal challenge against the Commission
- Ensure proper filing of the directorate's records
- Prepare correspondence in response to political parties and organisations
- Ensure timely communication with political parties and organisations
- Perform any other additional work as assigned by Chief legal officer, or Chief legal advisor or management.

MINIMUM REQUIREMENTS:

- B. Juris Degree plus 5 years' in-service experience of which three (3) should be at the level of an Assistant/Legal Officer plus certification of satisfactory performance.
- BA LLB Degree plus 3 years' in-service experience as a Legal Officer plus certification of satisfactory performance.
- BA LLB Degree plus Registration as provided for in the appropriate legislation.
- A Valid driver's license

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.
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**OFFICE OF THE CHIEF ELECTORAL AND REFERANDA OFFICER
DIVISION: CORPORATE COMMUNICATIONS AND MARKETING**

Post Designation	: Corporate Communication Officer – Grade 6
1x Post	: Windhoek
Salary Scale	: NS 354, 883 – 424,119
Housing Allowance	: NS17,424 per annum
Transport Allowance	: NS10,512 per annum

Background

The Corporate Communications and Marketing Division plays a crucial role in facilitating effective communication and engagement with stakeholders to promote integrity and transparency. These efforts enhance the Commission's visibility and reputation while building trust with various stakeholders. According to Section 4(2) of the Electoral Act (Act 5 of 2014), the ECN is required to establish and maintain collaboration with political parties, the media, and the public. The Commission's communication efforts focus on informing and educating the electorate and the general public about its various administrative and operational activities.

Primary purpose of position

Reporting to the Deputy Director Corporate Communications and Marketing, the incumbent will provide input to the development of communication strategies, integrated stakeholder engagement strategies and marketing programmes, and subsequent implementation thereof in support of specific strategic objectives.

Under the supervision of the Deputy Director Corporate Communications and Marketing, works in collaboration with internal and external stakeholders to ensure that the brand remains relevant to stakeholders and that all initiatives support the brand promise and deliver institutional mandate.

Key Performance Areas

- Develop/Review and implement corporate communication strategies and policies that will enhance the image of the ECN.
- Develop and carry out communication activities that engage and inform stakeholders, using appropriate tools to foster trust and confidence through effective communication.
- Assist in the production and publication of integrated annual reports and performance assessment and post-election reports.
- Participate in the design of a creative and effective Digital Strategy including content management for ECN's Social Media platforms and website.
- Assist in identifying stakeholders needs and propose relevant engagement activities.
- Consistently monitor media reports to effectively address misinformation and disinformation.
- Respond to complaints and organisation issues from stakeholders and members of the public.
- Write a variety of communications (e.g. speeches, media releases, newsletters, advertorials, etc) for the purpose of keeping the media and public informed of the plans, activities/programmes, achievements and challenges of the ECN.
- Coordinate the completion, printing and distribution of corporate information materials.
- Assist and conduct research and utilise data in the analysis and evaluation of information for preparation of reports and presentations.
- Organise and oversee corporate events (special events, trade shows/exhibitions and any other ad-hoc events).

Educational Qualification and Experience Requirements

- A relevant Bachelor's Degree in Communications/Public Relations/Media Studies/or Journalism at NQF Level 7.
- A Public Relations or Communications accreditation with a recognised institution is a distinct advantage.
- A minimum of three (3) years' experience in Corporate Communications or Journalism.
- Knowledge and experience of Graphic Design programmes and Digital Media Management.

- A Valid driver's license.

Skills and Knowledge Requirements

- Knowledge of integrated communication and marketing concepts.
- Fluency in verbal and written English.
- Knowledge and fluency of additional local languages would be a distinct advantage.
- Good understanding and experience of elections and democratic processes
- Computer literate and able to work on all Microsoft applications.
- Knowledge of designing programmes (e.g Photoshop, InDesign, Illustrator, Adobe XD).
- Journalistic, enquiring mind and excellent ability to interview.
- Strong presentation and writing skills.
- Ability to work weekends and after hours.
- Ability to work methodically, meet deadlines and multitasking skills.
- High level of confidentiality, conceptual thinking and analytical skills.
- Attention to details.
- Sound interpersonal and communication skills and ability to work on cross-functional teams.

Other

- Willingness to travel frequently

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.
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