



VACANCIES

OFFICE OF THE CHIEF ELECTORAL AND REFERENDA OFFICER

VACANCIES

OFFICE OF THE CHIEF ELECTORAL AND REFERENDA OFFICER

1. DIVISION: INTERNAL AUDIT

Post designation	:	Chief Internal Auditor Grade 6 (Re-advertised)
1 x Post	:	Windhoek
Salary Scale	:	354,883 - 424,119
Housing Allowance	:	17,424 per annum
Transport Allowance	:	10,512 per annum

Background

The Chief Internal Auditor is positioned in the Internal Audit Division within the Chief Electoral office. He/she is responsible to the immediate supervisor who is the Deputy Director: Internal Auditor. The Chief Internal Auditor is at Supervisory Level and is first on the organogram for promotion. The Chief Internal Auditor supervises the Internal Auditors who are operational staff.

This job category includes personnel involved at supervisory and operational level with assessing the adequacy, efficiency and effectiveness of internal accounting controls; appraisal of financial, administrative and operational procedures and systems; the performing of risk assessment; the producing of audit reports and the serving as an advisory for improvements and/or corrective action where necessary.

Primary purpose of position

To conduct and supervise the execution of assigned assurance and consulting audits across all phases, from planning, execution, reporting and follow-up to support the achievement of the Commission's strategic objectives.

This supervision ensures value addition and accomplishment, by providing assurance on the reliability and integrity of financial and operational information; by evaluating compliance with applicable policies, procedures, and legal requirements; assessing the achievement of set objectives and evaluating the adequacy, efficiency and effectiveness of internal controls, governance and risk management, as well as evaluating the economical use of the Commission's resources and providing assurance regarding the safeguarding of its assets.

Key Performance Areas

- Identifying key strategic risks with input from senior management and the strategic risk register to formulate a strategic internal audit plan which identifies and prioritises the key risk areas for evaluation
- Perform risk assessment and compile strategic and annual internal audit plans
- Execution of the audit plans
- Supervise, Lead audit team and mentor junior auditors in executing audit engagements to ensure compliance with the relevant IIA standards.
- Conduct fraud risk assessments and special investigation as requested by management
- Collaborate with external auditors during the annual financial statement audit
- Draft engagement letters, Audit queries and audit reports.
- Develop and maintain audit work papers, ensuring documentation standards are met. (sufficient, reliable and relevant audit evidence)
- Conduct briefing and debriefing meetings with the client.
- Submit a biweekly and quarterly progress report (audit log sheets) on audit assignments as requested by the Head of Internal Audit.
- Review all working papers to ensure that they are indexed, referenced or cross-referenced, and filed.
- Review draft report and prepare final report for the Deputy Director's review.
- Track outstanding management action items

Educational Qualification and Experience Requirements

- B-degree in Accounting, Auditing or equivalent qualification on entry level 7;
- A minimum of Five (5) years' experience in internal auditing;
- Membership with the Institute of Internal Auditors (IIA), IAT & PIA will be an added advantage;
- Driver's Licence is a MUST;

Skills, Knowledge and Competency Requirements

- Knowledge of the standards for professional practice of Internal Auditing
- Knowledge of relevant laws and regulations as well as policies and procedures
- Knowledge of the Integrated Financial Management System (IFMS)
- Knowledge / familiar with legislative and financial regulations
- Knowledge of risk management, internal control and governance activities

Core competency

- Promotes and applies professional ethics
- Manages internal audit subdivision
- Applies the Global Internal Audit Standards
- A thorough understanding of governance, risk and control
- Communicate effectively with impact
- Persuades and motivates others through collaboration and cooperation
- Applies process analysis, business intelligence and problem solving techniques
- Delivers internal audit engagements and
- Embraces change and drives improvement and innovation

2. DIVISION: CORPORATE COMMUNICATIONS AND MARKETING

Post designation:	:	Chief Corporate Communication Officer Grade 6 (Re-advertised)
1 x Post:	:	Windhoek
Salary Scale	:	354,883 - 424,119
Housing Allowance	:	17,424 per annum
Transport Allowance	:	10,512 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 or appropriate degree on entry level 7;
- A Public Relations or Communications accreditation with a recognised institution is a distinct advantage;
- A minimum of Five (5) years' experience in Corporate Communications or Journalism of which three (3) must be at Corporate Communication Officer Grade 8;
- Knowledge and experience of Graphic Design programmes and Digital Media Management;
- Driving License is a MUST.

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

On submission of the application, **EACH APPLICANT MUST SUBMIT:**

- Comprehensive curriculum vitae, certified copies of the academic qualifications; Namibian Identity Document;
- Valid certificate code of conduct;
- Declaration indicating whether the applicant is active in politics or has a high profile in a political party;
- Able to work longer hours and under pressure; and

NB! 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.

Only shortlisted candidates will be contacted.

Enquiries: Mr. Chellen Katjuanjo at 061- 376 230 or 0811650298

Closing Date:
13 February 2026 before 17h00