



VACANCIES

The Electoral Commission of Namibia (ECN) is established in terms of Article 94B of the Namibian Constitution as the exclusive, independent, and impartial body responsible for directing, supervising, managing, and controlling the conduct of all elections and referenda in Namibia. ECN is an equal opportunity employer and invites qualified and suitable candidates to submit their applications for the following positions:

DIVISION: GENERAL SERVICES

SUBDIVISION: SUPPORT SERVICES

Post Designation	: Chief Administrative Officer: Grade 8
1 x Post	: Windhoek
Scale of Salary	: N\$ 250,767– 299,691
Housing Allowance	: N\$17,424 per annum
Transport Allowance	: N\$10,512 per annum

1. MINIMUM REQUIREMENTS:

- A National Diploma in Business Administration, Public Administration/Management, Procurement management or Logistics & Procurement Management, Transport Management or related field.

2. 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 (not older than six months);
- Declaration indicating whether the applicant is active in politics or has a high profile in a political party;
- Able to work independently, long hours and under pressure
- 5 years' appropriate experience of which 2 years should be on the level of Senior Administrative Officer Grade 10.
- A Code B Valid driver's license, 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 Chief Administrative Officer Grade 8 in the same field serves as added advantage.*

3. 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;
- Maintain up-to-date stock registers for all inventory items.
- Oversee the annual, continuous and occasional stock taking and submit reports to Treasury via the Financial Advisor;

- Maintain manual and electronic stock registers.
- Responsible for acquiring of all assets of the Commission in accordance with Public Procurement Act;
- Ensure all stock records are complete, and regularly updated
- Plan and coordinate the annual stock-taking exercises
- Ensure that the Loss Control Register is updated;
- Ensure the effective administration of records management and registry services
- Maintain an accurate and up-to-date filing and records management system for both physical and electronic records.
- Ensure the safe custody, confidentiality, security, and integrity of all records and information.
- Oversee the implementations of the provisions made in the Archives Act 1992;
- Responsible for co-ordination of support services: hygiene, transport, maintenance utility services, lithographic services, transfer & extension of telephone lines as well as scrutinizing of bills;
- Identify and assign tasks and responsibilities to subordinates;
- 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.
- Ensure the completion of Performance Agreements and quarterly review of subordinates;
- Coordinate the compilation of annual work plan for Auxiliary Subdivision;
- Maintain safe keeping and controlling of the attendance register;
- Ensure that all defects of EN buildings are attended to timely
- Serve as the coordinator between Procurement Policy Unit and the Commission on procurement related matters;
- Facilitate the compilation, update and review of Annual Procurement Plan and forwarded to the PPU via relevant authorities;
- Facilitate monthly expenditure reports to the Procurement Committee and the Chief Electoral and Referenda Officer on any ad-hoc approvals;
- Facilitate the provision of secretarial duties to the Procurement Committee and the Bid Evaluation Committee;
- Facilitating the update of Division's commitment register;
- Facilitate the effectiveness of the Commission contract management;
- Draft submissions, memoranda, correspondences, reports etc. in terms of various legislation and prescription;
- Facilitate the compilation and submission of monthly, quarterly and annual reports for the subdivision;
- Clear the encumbrance reports;
- Coordinate timely submission of Auditor General statements to the Financial Advisor;
- Report any discrepancies/deviation to the Control Administrative Officer and ensure that written statements are provided; and
- Any additional work-related duties assigned by the supervisor.

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.

Inquiries: Wilka Ndahangwanonya 061376214/ 0811278075.

Closing Date: 03 August 2026