



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: ELECTIONS ADMINISTRATION

SUB-DIVISION: LOGISTICS AND INFRASTRUCTURE

Post Designation : Chief Administrative Officer Grade 8
1x Post : Windhoek
Salary Scale : N\$ 250,767 – 299,914
Housing Allowance : N\$17,424 per annum
Transport Allowance : N\$10,512 per annum

1. MINIMUM REQUIREMENTS:

- **A National Diploma (NQF L 6)** in Logistics, Supply Chain Management, Public Administration or related field, plus at least 5 years' appropriate experience (of which two (2) must be at Senior Administrative Officer Grade 10 level).

2. 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 (not older than six months);
- 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.
- Additional certification in election administration or public administration will be an added advantage
- **A Bachelor's degree (NQF L7)** in Logistics, Supply Chain Management, Public Administration or related field will serve as an advantage.
- A Code B Valid driver's license, the license must be older than two (2) years.

3. KEY RESPONSIBILITIES

The Chief Administrative Officer (Electoral Logistics and Infrastructure) is charged with the following duties and responsibilities:

- Responsible for coordinating and supervising logistics staff and electoral material;
- Manage, supervise, and coordinate logistics transport arrangements with the external stakeholders in consultation with the supervisor.
- Responsible for the acquisition/procurement of registration and electoral material, both Sensitive and non-sensitive, including consumable and non-consumable items.
- Assist with planning and coordinating the registration and electoral process.
- Updating of stock in the relevant register and Managed Asset Management system in checking in and out of equipment.
- Conduct occasional physical stocktaking for verification against the system.

- Execution of Standard Operating Procedures pertaining to Logistics management.
- Prepare work schedules for the staff in the Logistics section;
- Work on the regional needs assessment report from the REOs in consultation with the supervisor;
- Work on distribution and demobilization of materials and equipment in line with the election calendar.
- Dispatching materials and equipment to the regions for electoral processes.
- Booking in and out of equipment and follow up on outstanding returns;
- Prepare occasional stocktaking report
- Report losses to the police;
- Control the flow of registration and electoral material which include issuing, borrowing, and receiving consumable and non-consumable items and provide updates of critical stock levels occasionally.
- Determine the number of Logistic Officers per depot
- Assist with training of Logistics officials;
- Determine and allocation of materials to teams in consultation with the REOs of the region of operation.
- Provide quarterly and annual reports of the section.
- Any other (work-related) task that the supervisor may assign.

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