



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: HUMAN RESOURCE

Post designation	: Human Resource Practitioner Grade 8
1 x Post	: Windhoek
Salary Scale	: N\$250,767 – N\$ 299,691
Transport Allowance	: N\$ 10,512 per annum
Housing Allowance	: N\$ 17,424 per annum

1. MINIMUM REQUIREMENT:

A National Diploma in Human Resource Management or equivalent qualification majoring in Human Resource Management on NQF Level 6.

2. ADDITIONAL REQUIREMENTS

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

- Comprehensive curriculum vitae, certified copies of the academic qualifications; Namibian Identify Document;
- Code B 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 long hours and under pressure; and
- Code B Valid driver's licence serves as an added advantage
- Candidates in possession of an appropriate Degree on NQF Level 7 or higher majoring in Human Resource Development/Management will have an added advantage.
- Previous experience in HR management will serve as an advantage.

3. KEY RESPONSIBILITIES:

- Interpret and comply with the Constitution of the Republic of Namibia, Public Service Act, Public Service Regulations, Public Service Staff Rules, Personnel Administration Measures, State Finance Act, Treasury Instructions, Labour Act, Delegations, and Affirmative Action Act;
- Conduct recruitment and staff exit process,
- Process housing subsidy, allowances, confirmation of probation, appointment in acting capacity, secondments, departmental debts, abscondment, recognition of qualifications, retirements;
- Draft various HRM submissions to various stakeholders,
- Attend to customers (staff, job applicants, general public) queries;

- Administer conditions of service and employee benefits;
- Attend to employee grievances, misconduct and draft charges for misconduct;
- Handling correspondence (submission, letters, reports, circulars, memos etc.) in respect of all matters pertaining to HR;
- Process GIPF admissions and benefit claims;
- Process Social Security registration, claims and termination;
- Process medical aid registration, claims and termination;
- Compile monthly, quarterly and annual HR related reports and statistics;
- Update housing, staff and leave record cards regularly;
- Render secretarial services in respect of meetings, disciplinary hearings and interviews;
- Maintain a high level of confidentiality at all times;
- Provide inputs towards either updating existing Public Service HR Policies or for the formulation of new ones.
- Liaise with stakeholders on all HR related matters;
- Advise and inform staff members on all changes pertaining to HR matters;
- Conduct induction and information sharing to all staff members;
- Conduct annual payroll verification;
- Process employee leave records;
- Advise staff members on HR processes and systems;
- Compile AA reports, and
- Provide inputs towards either updating existing Public Service HR Policies or for the formulation of new ones;
- Responsible for employee wellness and safety which includes educating, and mainstreaming PWD's Programs
- Prepare submissions in respect of all matters pertaining HR;
- Verify overtime claims for staff members;
- Attend to daily correspondences and enquiries;
- Conduct audit of personal and leave files for staff members; and
- Perform any other duties as may be 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