



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:

OFFICE OF THE CHIEF ELECTORAL AND REFERANDA OFFICER

Post Designation : Private Secretary Grade 8 (**Re-Advertisement**)
1x Post : Windhoek
Salary Scale : 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 (NQF L6)** in Business Administration, Public Administration/Management, Office Management/Secretarial Studies or related field of study.
- **3 years'** appropriate experience in an Administrative, Executive Assistant or Secretarial role of which three (3) years must be at the level of Executive/Private secretary Grade 9.

2. ADDITIONAL REQUIREMENTS

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

- Comprehensive curriculum vitae, certified copies of the academic qualifications; Namibian Identify Document;
- A 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
- Firm commitment to the principles of integrity, independence, impartiality, fairness, political neutrality, professionalism and equality.
- **5 years'** previous experience working as an executive assistant/private secretary in a highly sensitive and busy environment serves as added advantage.

3. KEY RESPONSIBILITIES

- Manage the day-to-day office administrative duties, including scheduling meetings, appointments, and conference calls, in consultation with the Personal Assistant.
- Handle All incoming and out-going correspondences, including emails, letters, and reports and drafting responses when necessary and as required, whilst exercising utmost professionalism and confidentiality.
- Prepare documents, reports, presentations, letters and submissions for the PA's review.

- Maintain and organise office records, databases, correspondence tracker and confidential files in consultation with the PA.
- Assist in preparing all management/Political Liaison and any other ad-hoc document packs.
- Ensure all materials required for meetings and events are prepared well in advance
- Act as a point of contact between the PA and internal/external stakeholders.
- Relay instructions, messages, and updates from the PA to relevant personnel when required.
- Draft memos, meeting minutes, and correspondence for the PA's review, when required, for CEO's consideration and approval.
- Screen phone calls, emails, and inquiries, directing them to the PA and responding where appropriate.
- Maintain a high level of *professionalism and confidentiality* in all interactions.
- Assist in scheduling and organising meetings, ensuring all logistical needs are met.
- Prepare meeting agendas, meeting packs, and any other instructions as directed by the PA or CEO where necessary.
- Take minutes during departmental meetings and other when required and ensure timely distribution of minutes.
- Track and follow-up on timely response for all correspondences as distributed to various offices/directorates/divisions and ensure timely responses.
- Arrange venues, catering services, and ensure all logistic arrangements for meetings and other high-level events or engagements.
- Coordinate travel arrangements for the office of the CEO, including flights, accommodations, and transport as directed by the PA.
- Prepare detailed itineraries and all travel documents as will be directed by PA.
- Handle visa applications, bookings, and expense tracking related to travel.
- Ensure the CEO's office functions efficiently by managing office supplies, IT requests, and operational needs.
- Assist the PA in event planning, corporate engagements, and special projects.
- Monitor task deadlines, reminders, and follow-ups to enhance productivity as directed by PA.
- Handle any ad hoc tasks as assigned by the CEO and PA.

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