



# GOVERNMENT GAZETTE

## OF THE

# REPUBLIC OF NAMIBIA

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WINDHOEK - 14 June 2013

No. 5225

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## Government Notice

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### ELECTORAL COMMISSION

No. 164

2013

#### INVITATION FOR SUBMISSION OF APPLICATION FOR APPOINTMENT AS DIRECTOR OF ELECTIONS: ELECTORAL ACT, 1992

In terms of section 11(3) of the Electoral Act, 1992 (Act No. 24 of 1992), I invite suitable persons to apply for appointment as Director of Elections in accordance with the requirements set out below:

#### **Tenure of Office:**

- ❖ Five (5) years

#### **Key Performance Areas**

- ❖ The incumbent is, under the leadership of the Commission, responsible for organising and managing all electoral activities.
- ❖ The incumbent is responsible for supervising and directing public servants appointed to the Electoral Commission of Namibia on permanent, contract or secondment basis.
- ❖ As the Chief Executive Officer (Permanent Secretary) of the ECN, the incumbent is responsible for providing strategic leadership and vision to the institution and also serves as the secretary to the Electoral Commission.

- ❖ The incumbent must ensure the effective and optimal utilisation of ECN resources, financial, human and logistical, so as to ensure effective delivery of services in line with the ECN mandate of conducting elections in credible, transparent, and free and fair manner.
- ❖ The Director of Elections is also responsible for liaison and interacting with Government and other stakeholders, such as the electorate, political parties, non-governmental organisations, and donor community.

#### **Key Qualifications and Requirements:**

- ❖ A degree from a recognised tertiary institution in public management, political science, law or any other relevant field. A post-graduate qualification is an added advantage.
- ❖ 10 years proven management experience of which five must have been at senior management level.
- ❖ Knowledge of Namibia's public sector and public sector management is required.
- ❖ National or regional election management experience is an added advantage.
- ❖ Understanding of Namibia's political, socio-economic and legal context is required.
- ❖ Grounded knowledge of Namibia's electoral system and the trajectories of the different elections held since independence.
- ❖ Understanding of the concept and practice of electoral reform is required.
- ❖ The profile of the applicant should show political neutrality and maturity so as to demonstrate that she or he can be trusted to conduct Namibia's electoral processes in an independent, non-partisan and professional manner.
- ❖ The applicant must be a Namibian citizen.

#### **Qualities and skills required:**

- ❖ Critical, innovative and analytical thinking;
- ❖ Positive attitude, tolerance and political maturity;
- ❖ Good communication (written and verbal) skills with a multiplicity of stakeholders;
- ❖ Excellent human relations and team building;
- ❖ Ability to perform under pressure;
- ❖ Problem-solving skills (mediation and negotiation).

#### **Submission of applications:**

- ❖ Please submit your application accompanied by detailed CV, academic qualifications and relevant documentations **on or before 28 June 2013** and direct your inquiries to:

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The Secretary of the National Assembly  
The Parliament Building  
Private Bag 13323, Windhoek  
Tel: (061) 2882505, Facsimile: (061) 247772  
E-mail: [j.jacobs@parliament.gov.na](mailto:j.jacobs@parliament.gov.na)

**J. JACOBS**  
**SECRETARY OF THE NATIONAL ASSEMBLY**

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Windhoek, 11 June 2013