



DIRECTORATE OPERATIONS

Post Designation : Director Grade 3
1x Post : Windhoek

Job Summary

- ◆ The Director of Operations reports to the Chief Electoral and Referenda Officer, and is mainly responsible for the provision of leadership and implementation of voter & civic education, administration of elections & referenda processes to meet legislative and business requirements. The remuneration and benefits of this position is commensurate with that of a Director in the Public Service.

Duties and Responsibilities

The Director of Operations is charged with the following duties and responsibilities:

- ◆ Lead the transformation of the election operations business unit in implementing a service delivery model that aligns with ECN's strategic objectives
- ◆ Endure development of Electoral Calendars based on the Electoral Cycle approach and taking charge of electoral operations in respect of electoral planning and execution;
- ◆ Analyse continuously the impact and effectiveness of voter registration systems and processes with a view to maintain credible and accurate voters' registers at all times;
- ◆ Ensure review, development and implementation of voter and civic education policies and programmes to strengthen electoral democracy;
- ◆ Ensure review, development and implementation of electoral management systems and related technologies aimed at ensuring credibility and integrity of the electoral processes;
- ◆ Ensure management and provision, through utilizing appropriate analytical models and applications, of statistics with regards to voter registration, voting and election results;
- ◆ Control and supervise all registration of voters, including continuous, supplementary and general voter's registration processes;
- ◆ Monitor continuously the progress of voters' registration and develop new programmes, with specific aim to produce an up-to-date and reliable voters' register;
- ◆ Facilitate the development of concepts and introduce innovation, through application of appropriate technologies, in the management and transmission of election results at Polling Stations, Collation Centers as well as the Central Elections Results Center;
- ◆ Control and supervise ongoing training of election officials, and other relevant officials before and during an election and take overall responsibility of the training processes;
- ◆ Coordinate and supervise the preparations for various aspects of the electoral processes including logistics, transport, ballot papers, recruitment of election officials, deployment and demobilisation of teams;
- ◆ Liaise at senior level with Offices/Ministries/Agencies with regard to aspects related to logistics, planning and transport during the implementation of electoral projects;
- ◆ Secure budgetary and staffing provisions for the Directorate's activities and to ensure optimal utilization of the resources;
- ◆ Facilitate formulation and preparation of annual plans in line with the institutional Strategic Plan and National Development Plans (NDPs);
- ◆ Facilitate business performance, reviews, and production of Quarterly & Annual Review Reports; and
- ◆ Establish and maintain high standards for performance, and ensure ongoing wellbeing in a high pressure time and critical environment.



Academic Qualifications and Personal Attributes

- ◆ A Bachelor Degree (NQF 7) or equivalent in the field of Business Administration/Management, Public Administration/Management, Social Sciences or any other relevant field of study;
- ◆ Post graduate degree will be an added advantage;
- ◆ Nine (9) years' appropriate experience in administration, supervision and management level;
- ◆ Experience in electoral operations management and proven participation in election observation programs will be an added advantage; and
- ◆ Firm commitment to the principles of integrity, independence, impartiality, fairness, political neutrality, professionalism and equality.

Competencies and Skills

- ◆ Proven leadership, coaching and supervisory skills;
- ◆ Decision-making skills;
- ◆ Team management skills;
- ◆ Ability to work under extreme pressure;
- ◆ Ability to withstand excessive physical and psychological stress for considerable duration;
- ◆ Planning and analytical skills;
- ◆ Ability to work in a multi –disciplinary environment and to liaise with ease at all levels;
- ◆ Thorough knowledge of electoral laws, policies, procedures and the application of election administration and voter & civic education;
- ◆ Good knowledge of budgeting processes, budget control logistics; and
- ◆ Ability to execute or approach both administrative and electoral processes in a systematic manner.

Additional Requirements

On submission of the application, the applicant must submit:

- ◆ Comprehensive Curriculum Vitae,
- ◆ Certified copies of the academic qualifications;
- ◆ Namibian Identify Document (ID);
- ◆ Valid Certificate of Conduct; and
- ◆ Declaration indicating whether the applicant is an office-bearer of a political party, active politician or has a high party political profile;

A detailed job description will be made available to shortlisted candidates.

Enquiries: Ms Josefina Muhapi, E-mail address: jmuhapi@ecn.na, Tel No: 061-376205

Note:

- ◆ Applicants must also attach proof of confirmation of probation to their application for employment.
- ◆ Women and people living with disabilities are encouraged to apply.
- ◆ Foreign qualification must be submitted with an evaluation letter of qualifications from the Namibian Qualification Authority (NQA).

The application must be submitted on form 156043 obtainable from any Government Ministry/Office/ Agency. Failure to complete all items in the application form for employment and not attaching the necessary documents will disqualify the applicant. The completed application form must be addressed to:

The Chief Electoral and Referenda Officer, Private Bag 13352, Windhoek, NAMIBIA.

AND

Hand delivered to: Elections House, Windhoek North, 67-71 Van Rhijn Street, Office, Room No.250, 2nd Floor.

CLOSING DATE: 03 November 2023

