



## VACANCIES

Applications are awaited from suitably qualified persons interested in joining the Anti-Corruption Commission in its fight against corruption.

## DIRECTORATE: INVESTIGATION

## POST DESIGNATION: SENIOR INVESTIGATING OFFICER GRADE 5

<b>Number of posts:</b>	One (1)
<b>Duty stations:</b>	Windhoek
<b>Salary scale:</b>	N\$400 001 – N\$478 220 per annum
<b>Additional benefits include:</b>	An annual bonus, pension benefits, Transport allowance, housing subsidy/rental allowance subject to certain conditions, and participation in the Public Service Medical Aid Scheme
<b>Minimum requirements:</b>	<ul style="list-style-type: none"> <li>▪ An appropriate National Diploma or equivalent qualification on NQF L6 plus 3 years relevant experience that focuses on the areas of investigative work, forensic investigation, law enforcement, legal research, auditing, information technology (IT) or compliance with relevant laws. It includes the following:               <ul style="list-style-type: none"> <li><b>Knowledge of –</b> <ul style="list-style-type: none"> <li>▪ Investigative techniques;</li> <li>▪ Rules of criminal procedure;</li> <li>▪ Precedent court decisions concerning admissibility of evidence;</li> <li>▪ Constitutional rights search and seizure and related issues</li> <li>▪ operation of computer and job related software</li> </ul> </li> <li><b>Ability to –</b> <ul style="list-style-type: none"> <li>Recognize, develop and present evidence that reconstructs events, sequences and time elements; and</li> </ul> </li> <li>▪ Establish relationships, responsibilities, legal liabilities and conflict of interest in a manner that meets requirements for presentation in legal hearings and court proceedings.</li> </ul> </li> <li><b>Have skills in:</b> <ul style="list-style-type: none"> <li>Applying the techniques required in performing surveillance and undercover work</li> </ul> </li> </ul>
<b>Supplementary Requirements:</b>	<p><b>The successful candidate must-</b></p> <ul style="list-style-type: none"> <li>▪ Be a highly disciplined and dedicated worker of good character and high integrity</li> <li>▪ Have good communication and writing skills</li> <li>▪ Be willing to travel extensively and work awkward hours</li> <li>▪ Be in a possession of a driver's license.</li> </ul>
<b>Main functions:</b>	<ul style="list-style-type: none"> <li>▪ Investigating allegations of corrupt practices</li> <li>▪ Assessing crime scenes and recovering information</li> <li>▪ Interviewing and taking down of statements witnesses</li> <li>▪ Handling of exhibits</li> <li>▪ Compiling reports containing all relevant information</li> <li>▪ Liaising with other institutions especially those involved in investigations</li> <li>▪ performing such other functions as may be assigned to him or her by supervisor</li> </ul>

## POST DESIGNATION: INVESTIGATING OFFICER GRADE 7

<b>Number of posts:</b>	Two (2)
<b>Duty stations:</b>	Windhoek and Otjiwarongo
<b>Salary scale:</b>	N\$269 189 – 321 707 per annum
<b>Additional benefits include:</b>	An annual bonus, pension benefits, Transport allowance, housing subsidy/rental allowance subject to certain conditions, and participation in the Public Service Medical Aid Scheme
<b>Minimum requirements:</b>	<ul style="list-style-type: none"> <li>▪ An appropriate National Diploma or equivalent qualification on NQF L6 plus 3 years relevant experience that focuses on the areas of investigative work, forensic investigation, law enforcement, legal research, auditing, information technology (IT) or compliance with relevant laws. It includes the following:               <ul style="list-style-type: none"> <li><b>Knowledge of –</b> <ul style="list-style-type: none"> <li>▪ Investigative techniques;</li> <li>▪ Rules of criminal procedure;</li> <li>▪ Precedent court decisions concerning admissibility of evidence;</li> <li>▪ Constitutional rights search and seizure and related issues</li> <li>▪ operation of computer and job related software</li> </ul> </li> <li><b>Ability to –</b> <ul style="list-style-type: none"> <li>Recognize, develop and present evidence that reconstructs events, sequences and time elements; and</li> </ul> </li> <li>▪ Establish relationships, responsibilities, legal liabilities and conflict of interest in a manner that meets requirements for presentation in legal hearings and court proceedings.</li> </ul> </li> <li><b>Have skills in:</b> <ul style="list-style-type: none"> <li>Applying the techniques required in performing surveillance and undercover work</li> </ul> </li> </ul>
<b>Supplementary Requirements:</b>	<p><b>The successful candidate must-</b></p> <ul style="list-style-type: none"> <li>▪ Be a highly disciplined and dedicated worker of good character and high integrity</li> <li>▪ Have good communication and writing skills</li> <li>▪ Be willing to travel extensively and work awkward hours</li> <li>▪ Be in a possession of a driver's license.</li> </ul>
<b>Main functions:</b>	<p><b>Investigating allegations of corrupt practices –</b></p> <ul style="list-style-type: none"> <li>▪ Assessing crime scenes and recovering information</li> <li>▪ Interviewing and taking down of statements witnesses</li> <li>▪ Handling of exhibits</li> <li>▪ Compiling reports containing all relevant information</li> <li>▪ Liaising with other institutions especially those involved in investigations</li> <li>▪ performing such other functions as may be assigned to him or her by supervisor</li> </ul>

## PLEASE NOTE:

1. Applicants must be Namibian Citizens.
2. Security screening and integrity rating will be done in respect of all applicants.
3. Applicant with foreign qualifications must attach proof of evaluation of such qualification evaluated from the Namibian Qualification Authority (NQA).
4. Application must be made on form 156043 (obtainable from any government office) and the said application, accompanied by copies of the applicant's-
  - o Curriculum vitae containing comprehensive detail of work related experience and exposure; and
  - o Educational qualifications and identity card. Incomplete applications or applicant who do not attach-letters of their probation or who submit uncertified documents will not be considered and applicants not complying with the requirements of this paragraph will be disqualified, applications must be addressed to the Permanent Secretary: Anti-Corruption Commission and must either be delivered at the office of the Anti-Corruption Commission, Corner of Mont Blanc and Groot Tiras Streets, Windhoek or mailed to PO Box 23137, Windhoek.
5. Only the short-listed candidates will be contacted and no documents will be returned to applicants.
6. Previously disadvantaged persons and disabled people who meet the requirements are encouraged to apply.
7. Applicants from the Public Service should submit their application forms accompanied by a cover of the prescribed form 20/352 (1) via their respective Human Resources Offices
8. Each position should be applied for on a separate application form
8. Any enquiry should be directed to Mr. M. Nakwafila or Ms M Nakulwa, Tel.No: 061 4354000.
9. The closing date for applications is 4 January 2019.