



REPUBLIC OF NAMIBIA
ANTI-CORRUPTION COMMISSION



VACANCIES

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

DIRECTORATE PUBLIC EDUCATION AND CORRUPTION PREVENTION

POST DESIGNATION: CHIEF PUBLIC EDUCATION AND CORRUPTION PREVENTION OFFICER GRADE 5

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| Number of posts: | One |
| Duty station: | Windhoek |
| Salary scale: | N\$400 001 – 478 220 per annum |
| Motor Vehicle Allowance: | N\$78 762 per annum |
| Additional benefits include: | An annual bonus, pension benefits, housing subsidy/rental allowance subject to certain conditions, and participation in the Public Service Medical Aid Scheme. |
| Minimum requirements: | <p>A National Diploma or equivalent qualification on NQF L6 in public relations, communication, education or accounting or any field related to any of the above-mentioned plus 6 years appropriate experience. Appropriate experience would include the following:</p> <p>Knowledge of –</p> <ul style="list-style-type: none"> • principles and practices of educational programs • multimedia tools • principles, techniques and methods used in preparing news releases and publications • design of brochures, displays and visuals aids • operation of computer and job related software <p>Ability to –</p> <ul style="list-style-type: none"> • develop and implement procedures for public relations, communication and educational activities • plan, develop and implement programs • effective subject presentation • communicate effectively both orally and in writing |
| Supplementary Requirements: | <ul style="list-style-type: none"> • Preference will be given to candidates with appropriate tertiary qualification in the field of Auditing, Research or ICT combined with appropriate experience. • Knowledge of principles and practices of ethics, integrity and anti-corruption • Knowledge of policy analysis • Knowledge of principles, techniques and methods of policy implementation and Monitoring and Evaluation (M&E) • Knowledge of data analysis and presentation • Knowledge of job-related application software such as Excel, MS Word, PowerPoint and Publisher • Ability to coordinate and provide technical assistance in the implementation of National Anti-Corruption Strategy (NACS) • Ability to provide regular review of the terms of reference for the (NACS) • Ability to identify and conduct training for the National Anti-Corruption Steering Committee (NACSC) and Secretariat • Ability to provide expertise in M&E and reporting framework |
| Main functions: | <ul style="list-style-type: none"> • Assisting the head of the Directorate Public Education and Corruption Prevention in- • Coordinating the overall implementation of the NACS • Analyzing both qualitative and quantitative data related to the implementation of the NACS • Developing brochures, pamphlets and other educational material on the dangers and evils of corruption and disseminating the same • Examining systems, practices and procedures in public and private bodies in order to facilitate the discovery of corrupt practices • Advising public and private bodies on ways to prevent corrupt practices and changes to practices, systems and procedures to reduce the likelihood of the occurrence of corrupt practices • Liaising with other institutions especially those involved in the implementation of the NACS • Performing such other functions as may be assigned to him or her by any person superior in rank to him or her. |

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-
 - Curriculum vitae containing comprehensive detail of work related experience and exposure; and
 - 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. Any enquiry should be directed to Mr. M. Nakwafila or Ms M Nakulwa Tel. No: 061 4354000.
9. Those who previously applied for this position may re-apply.
10. The closing date for applications is 14 January 2019.