



ANTI-CORRUPTION COMMISSION

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 (ANALYST)
Number of posts : One (1)
Duty stations : Windhoek
Salary scale : N\$ 492 567 – N\$ 517 836
Transport Allowance : N\$ 8 760.00 Per annum

Additional benefits include:

An annual bonus, pension benefits, housing allowance/subsidy or rental allowance subject to certain conditions, and participation in the Public Service Medical Aid Scheme

Minimum requirements:

An appropriate National Diploma or equivalent qualification on NQF 6 plus 6 years relevant experience that focuses on the investigative work, forensic investigation, law enforcement, legal research, auditing, information technology (IT) or compliance with relevant laws. It includes the following:

Knowledge of:

- Investigative techniques.
- Rules of criminal procedure
- Precedent court decisions concerning admissibility of evidence, constitutional rights, search and seizure and related issues;

Ability to:

- Recognize, develop and present evidence that reconstructs events, sequences and time elements; and
- Establish relationships, responsibilities, legal liabilities, conflicts of interest in a manner that meets requirements for presentation in various legal hearings and court proceedings

Skills in:

- Applying the techniques required in performing such duties as performing surveillance and undercover work.

Supplementary requirements:

Preference will be given to candidates with appropriate National Degree on NQF 7 plus 6 years relevant experience that focuses on the investigative work, auditing, accounting or compliance with relevant laws. It includes the following:

Knowledge of:

- Investigative techniques.
- Rules of criminal procedure and evidence.
- Constitutional rights.
- Search, seizure and related procedures.
- Analytical tools, inclusive of Excel, i2 Analyst Notebook, Comprehensive Financial Investigative Solution (CFIS).
- Report writing, inclusive of compilation of tables and charts.

Ability to:

- Use computer analytical software tools, databases, electronic spreadsheets, visualization tools and other applications to manipulate, analyze, and present data to Investigators.
- Respond to ad hoc requests from the Head of Investigations and other Supervisors for meetings and briefings.
- Interact with investigators on cases under investigation.
- Develop and maintain Tactical, Strategic, Administrative and Operational analytical capabilities.
- Conduct briefings and presentations of analytical findings and conclusions.
- Provide information and analysis findings in a format that allows for its use by any authorised officer of the ACC.
- Prepare a variety of reports and statements under oath or affirmation on any data extracted or analysis performed.
- Make written and oral presentations, using maps, charts, and graphs, to inform investigators, management or Prosecutors/State Advocates on criminal investigations as and when required.
- Prepare a variety of mapping (GIS) products, inclusive of those that are the product of geo-spatial analysis.
- Respond to ad-hoc requests for analyses and reports from all levels and units of the Directorate.
- Collect, analyze, search and organize criminal information from all available sources, including cellular phones, computers, media devices, cellular data, bank statements, intelligence sources, other agencies, in order to support investigations and to obtain evidence relevant to an investigation.
- Understand complex data, inclusive of the ability to methodically review the same.
- Work under pressure and to meet deadlines.
- Compile information, analyze findings, make interpretations, and write comprehensive reports and affidavits based on data; use these findings to support and enhance criminal investigations.
- Prepare and present complex and detailed analytical reports/information using principles and practices of professional and technical report writing. Draft correspondence and presentation materials. Present analyses summations and convert findings to practical applications.
- Develop and manage databases, data system integrity and security, electronic spreadsheets, and analyses applications. Manipulate, analyze and present data.

Skills in:

- Communication, presentation and inter personal relationships.
- Planning, organization and problem solving.
- Information technology, inclusive of the use of databases, spreadsheets and specialized software.

It would be an added advantage if the candidate:

- Has knowledge, exposure to and/or utilized the following job related software and tools including but not limited to Comprehensive Financial Investigative Solutions (CFIS), i2 Analyst Notebook, Excel, Microsoft Access.
- Display a willingness to undergo further continuous training in the abovementioned software applications and tools in order to keep up with the dynamic and changing environment of cellular and computer forensics.
- Has the ability to meticulously analyze large sets of data, perform keyword and other searches and to present such to others who do not possess specialized knowledge.
- Has a special interest in the analysis of information.
- Is a highly dedicated and disciplined worker of good character and high integrity.
- Has good communication and writing skills.
- Has a valid driver's license.

Main functions:

- To receive and convert hard or electronic bank account statements into a format that would enable analysis and filtering to be performed and to analyse and perform searches required for a particular investigation on such statements.
- Handling of exhibits and case files containing evidence.
- Liaising with other institutions with regard to information required for analysis.
- Performing any other functions as may be assigned to him/her by any authorised officer of the ACC superior in rank to him or her.
- To testify in court on the extraction of data and on the findings of any analysis performed.

- 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.

Ability to –

- 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:

- Preference will be given to candidates with appropriate tertiary qualification in the field of Auditing, Research, Writing, Journalism or ICT combined with appropriate experience.
- Knowledge of principles and practices of ethics, integrity and anti-corruption
- Knowledge of policy analysis
- Knowledge and skills in writing and editing
- 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 and Action Plan (NACSAP)
- Public Consultation Skills
- Project planning and facilitation skills
- Ability to provide expertise in M&E and reporting framework
- Must have a Valid Driver's License.

Main functions:

- Educating the public on the danger and evils of corruption and enlisting their support in combating corruption Facilitating positive behavioural and attitudinal changes amongst the public through awareness raising campaigns/ workshop/ radio and television interviews and talk shows
- Developing brochures, pamphlets and other educational material such as posters, etc.;
- Examining systems, practices and procedures of public and private bodies on ways to prevent corruption practices and on changes to practices systems and procedures to reduce the likelihood of the occurrence of corruption practices
- Liaising with other institutions especially those involved in public education
- Performing such other functions as may be assigned to him or her by any person superior in rank to him or her.

DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

POST DESIGNATION : SECURITY OPERATIONAL OFFICER GRADE 8
Number of Posts : Two (2)
Duty station : Oshakati and Swakopmund
Salary Scale : N\$ 227 453–N\$ 271 828
Transport Allowance : N\$ 8760 per annum

Additional benefits include:

An annual bonus, pension benefits, housing allowance/subsidy or rental allowance subject to certain conditions, and participation in the Public Service Medical Aid Scheme.

Minimum Requirement:

A National Diploma in either Security Management, Police Science, Correctional Service or Military Science on NQF Level 6 plus four (4) years appropriate experience.

General requirements:

An appointment in this Job Category, irrespective of the functional level, is subject to vetting. Completed police, military, correctional service or security management basic training. Confirmation of probation is subject to the successful completion of Advanced Security Awareness Training by Namibia Central Intelligence Service (NCIS).

Additional Requirements:

A Valid Driver's Licence and Computer Literacy

Main duties:

As the Security Operations Officer, you will play a crucial role in enforcing and maintaining the highest standards of security and contingency planning in order to ensure safety and security in the ACC.

Key performance areas:

- To organize, direct, coordinate, supervise and control the implementation and maintaining of physical security programs and plans of the ACC's premises.
- To make recommendations to improve physical security maintenance in the office.
- Ensure the security programs such as: Physical security, personnel security, document security, ICT security and security awareness are implemented, enforced, maintained, monitored, evaluated and adhered to.
- To ensure that security policies and plans are developed, managed and strictly implemented, enforced and adhered to.
- Support in risk assessment and implementation of appropriate measures to mitigate specific threats, incidents and breaches.
- Provide expert advice, guidance and support to managers, supervisors and general staff members.
- Participate in the preparation of the Divisional Operational Plan.
- Perform duties in compliance with the ACC' policies, rules and procedures.
- Keep close liaison with stakeholders on issues regarding security and risk management and ensure that the ACC is kept abreast.
- Provide expert advice, guidance and support to managers, supervisors and general staff members.
- Assist in the implementation of the Performance Management System within the Division.
- To implement physical security programs, plans and compile security incident reports
- Responsible for overall day-to-day Protective Security function of the ACC office, including the inspection of the ACC's infrastructure.
- Daily monitoring Close Circuit Television and Access Control Systems and to ensure that the systems are operating (24/7) hours.
- To manage and control security access points/sites within the ACC office.
- To provide security advice to the Chief Security Operations Officer.
- Carry out any lawful and reasonable instruction as instructed by the reporting line.

NB: Candidates will be subjected to a written test.

PLEASE NOTE:

- Applicants must be Namibian Citizens.
- Successful candidates are subjective to vetting and security screening.
- Applicant with foreign qualifications and qualifications from other tertiary institutions apart from NUST, UNAM and IUM must attach proof of evaluation from the Namibian Qualification Authority (NQA).
- Application must be made on form 156043 and health questionnaire 156094 (obtainable from any government office) and the said application must be accompanied by copies of the applicant's-
 - Curriculum vitae containing comprehensive detail of work related experience and exposure; and
 - Educational qualifications, identity card and valid driver license. Incomplete applications or applicant who do not attach-letters of their probation or who submit documents that are not originally certified will not be considered and applicants not complying with the above-mentioned requirements of this paragraph will be disqualified.
- Applicant who apply for more than one post he/she must submit separate applications for each post.
- Only the short-listed candidates will be contacted and no documents will be returned.
- Previously disadvantaged persons, women and persons with disabilities who meet the requirements are encouraged to apply.
- No e-mail or fax will be accepted.
- No application form will be accepted after the closing date.
- Applications must be addressed to the Executive Director: Anti-Corruption Commission P.O. Box 23137, Windhoek or delivered at the office of the Anti-Corruption Commission, Corner of Mont Blanc and Groot Tiras Streets, Windhoek.
- Enquiries should be directed to Mr. B Hangua or Ms M Nakulwa Tel. No: 061435 4000.

Closing date for applications is 10 July 2023

DIRECTORATE: PUBLIC EDUCATION AND CORRUPTION PREVENTION

POST DESIGNATION : PUBLIC EDUCATION AND CORRUPTION PREVENTION OFFICER GRADE 7
Number of posts : Two (2)
Duty station : Otjiwarongo and Swakopmund
Salary scale : N\$ 277 264 – N\$ 331 358
Transport allowance : N\$ 8 760.00 Per annum

Additional benefits include:

An annual bonus, pension benefits, housing allowance/subsidy or rental allowance subject to certain conditions, and participation in the Public Service Medical Aid Scheme.

Minimum requirements:

- 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:

Knowledge of –