



BE PART OF THE FIGHT!
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 OF PUBLIC EDUCATION AND CORRUPTION PREVENTION POST DESIGNATION: SENIOR PUBLIC EDUCATION AND CORRUPTION PREVENTION OFFICER GRADE 6

Number of posts : Three (3)
Duty station : One (1) Rundu and Two (2) Windhoek
Salary scale : N\$ 407 649 – N\$ 441 253 per annum
Motor Vehicle Allowance : N\$ 85 063 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:

- A National Diploma or equivalent qualification on NQF L6 in public relations, communication, journalism, education, auditing or accounting, or any field related to any of the above-mentioned plus 6 years of appropriate experience. Appropriate experience would include the following:

Knowledge of –

- principles and practices of educational programs;
- multimedia tools;
- principles, techniques, and methods used in preparing news releases and publications;
- design of brochures, displays, and visual aids;
- operation of computer and job-related software.

Have the 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 qualifications 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 the National Anti-Corruption Strategy and Action Plan (NACSAP);
- Ability to provide regular review of the terms of reference for the (NACSAP);
- 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;
- Must have a Valid Driver's License.

Main functions:

- Assisting the head of the Directorate of Public Education and Corruption Prevention in
- Coordinating the overall implementation of the NACSAP;
- Analyzing both qualitative and quantitative data related to the implementation of the NACSAP;
- 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 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 NACSAP;
- Performing such other functions as may be assigned to him or her by any person superior in rank to him or her.

POST DESIGNATION: PUBLIC EDUCATION AND CORRUPTION PREVENTION OFFICER GRADE 7

Number of posts : Three (3)
Duty station : One (1) Swakopmund and Two (2) Rundu
Salary scale : N\$ 291 128 – N\$ 347 926
Transport allowance : N\$ 10 512.00 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 of appropriate experience. Appropriate experience would include the following:

Knowledge of –

- principles and practices of educational programs;
- multimedia tools;
- principles, techniques, and methods used in preparing news releases and publications;
- design of brochures, displays, and visual aids;
- Operation of computer and job-related software.

Have the 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 qualifications in the field of Auditing, Research, 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 the 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 behavioral and attitudinal changes amongst the public through awareness-raising campaigns/workshops/ 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.

DIRECTORATE: INVESTIGATION POST DESIGNATION: INVESTIGATING OFFICER GRADE 7

Number of posts : One
Duty station : Swakopmund
Salary scale : N\$ 354 883 – N\$ 424 119 per annum
Transport Allowance : N\$ 10 512 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:

- An appropriate National Diploma or equivalent qualification on NQF L6 plus 3 years of 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:

Knowledge of:

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

Ability to:

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

Skills in:

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

Supplementary Requirements:

1. The candidate must

- during the last three years have been actively involved in the investigation of criminal cases pertaining to not only corrupt practice offences, but also to other serious economic crime offences such as fraud, money laundering and/or tax evasion due to such offences being connected to, or facilitated by, the corrupt practice offences;
- be a highly disciplined and dedicated worker of good character and high integrity;
- a competitive, self-motivated individual with a firm commitment to customer service excellence, an energetic team player with exceptional interpersonal, good communication, and writing skills;
- be ethical with strong self-esteem;
- be analytical, proactive, willing to take initiative, excellent planning, organizing, and positive motivator, problem solver, and time management skills;
- be willing to travel extensively and work awkward hours;
- be in possession of a valid driving license;

- It would be an added advantage if the candidate has an appropriate degree on NQF level 7 or higher in the field of policing and/or law enforcement.

Main responsibilities:

- Investigating allegations of corrupt practices
- Assessing crime scenes and recovering information
- Interviewing, and taking down, statements of witnesses
- Handling of exhibits
- Compiling reports containing all relevant information
- Liaising with other institutions especially those involved in investigations
- Performing such other functions as may be assigned to him or her by any person superior in rank to him or her.

PLEASE NOTE:

- Applicants must be Namibian Citizens.
- Successful candidates are subjected to vetting and security screening.
- Applicants with foreign qualifications and qualifications from other tertiary institutions apart from NUST, UNAM, and IUM must attach proof of evaluation of such qualification 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's license. Incomplete applications or applicants 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.
- If an applicant applies for more than one post, he/she must submit separate applications for each post.
- Only the short-listed candidates will be contacted.
- Previously disadvantaged persons and disabled people 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.
- Any enquiry should be directed to:
 - Mr. B Hangula or Ms. M Nakulwa
 - Tel. No: 061 435 4000.
- The closing date for applications is **12 August 2024**