

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: PUBLIC EDUCATION AND CORRUPTION PREVENTION OFFICER GRADE 7

Number of posts: One
Duty station: Otjiwarongo
Salary scale: N\$269 189 – 321 707 per annum
Transport allowance: N\$7680 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:

Supplementary 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:

- 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
- 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 (NACS)
- Ability to provide expertise in M&E and reporting framework

Main functions:

- Educating the public on the danger 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 brochures, pamphlets and posters
- Examining systems, practices 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: SENIOR INVESTIGATING OFFICER GRADE 5 (ANALYST)

Number of posts: One (1)
Duty stations: Windhoek
Salary scale: N\$478 220 – 502 753 per annum

Additional benefits include: An annual bonus, pension benefits, Transport allowance, 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 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.

Additional requirements:

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, UFED (Cellebrite), Encase, X-ways Forensics, CFIS, Forensic Tool Kit (FTK).
- Report writing, inclusive of compilation of tables and charts.

Ability to:

- Extract data from computers, cellular phones and other media devices and to perform analysis on such data in order to assist and support an investigation or to be utilized as evidence in a criminal investigation and/or for decision-making purposes; present analysis in various internal and external forums.
- 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 specialised 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 UFED Cellebrite, Encase, X-Ways Forensics, Comprehensive Financial Investigative Solutions (CFIS), i2 Analyst Notebook, Excel, Microsoft Access and Forensic Tool Kit.
- Display a willingness to undergo further continuous training in the above-mentioned 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.

Main functions:

- Collecting and receiving computers, cellular phones, external drives and other media devices that may contain data relevant to a particular investigation and to extract such data, do searches and analyse it for relevant information and evidence and to avail such information and evidence, inclusive of whatever reports, tables, graphs and/or charts and statements under oath or affirmation may be required.
- 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.

POST DESIGNATION: INVESTIGATING OFFICER GRADE 7

Number of posts: Two
Duty station: Windhoek
Salary scale: N\$328 139 – 392 158 per annum
Transport Allowance: N\$7 680 per annum

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 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 admissibility of evidence;
- Constitutional rights search and seizure and related issues
- operation of computer and job related software

Ability to:

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

Have skills in:

Applying the techniques required in performing surveillance and undercover work

Supplementary Requirements:

- The successful candidate must-
- Be a highly disciplined and dedicated worker of good character and high integrity
- Have good communication and writing skills
- Be willing to travel extensively and work awkward hours
- Be in a possession of a driver's license.

Main functions:

- Investigating allegations of corrupt practices
- Assessing crime scenes and recovering information
- Interviewing and taking down of statements 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 supervisor

PLEASE NOTE:

- Applicants must be Namibian Citizens.
- Successful candidates are subjective to vetting and Security screening.
- Applicant with foreign qualifications must attach proof of evaluation of such qualification evaluated from the Namibian Qualification Authority (NQA).
- 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, identity card and driver's licence.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 Executive Director: 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.
- 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
- Any enquiry should be directed to Mr. M. Nakwafila or Ms M Nakulwa Tel. No: 061 4354000.
- The closing date for applications is 25 October 2021.