



# 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: CHIEF: INVESTIGATIONS AND PROSECUTIONS GRADE 3

Number of posts	: One (1)
Duty station	: Windhoek
Salary scale	: N\$ 600 319– 637 063 per annum
Motor Vehicle allowance	: N\$123,633 per annum
Housing benefit	: N\$131,280 per annum

**Additional benefits include:** An annual bonus, pension benefits, and participation in the Public Service Medical Aid Scheme

#### Minimum requirements:

An appropriate academic qualification at NQF level 7, serving staff members must have their probation confirmed at the level of Grade 4, plus 9 years of appropriate 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.

#### Ability to:

- Recognize, develop, and present evidence that reconstructs events, sequences, and time elements.
- Establish relationships, responsibilities, legal liabilities, and 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:

Preference will be given to applicants who have experience in managing teams in one or more of the following areas: Forensic Investigation, Financial Investigation, and Law Enforcement.

#### Main Responsibilities/Accountabilities:

The Chief: Investigations and Prosecutions will be accountable for. The management of the investigation policy of the ACC.

- Upholding professional investigation standards, and identifying series
- Skills development of investigating officers.
- Efficient and effective management of the investigation unit.
- Efficient and effective management of the investigation team.
- Meeting the investigation targets.
- Stakeholder relations with other law enforcement agencies.
- Coordinating the profiling of individuals involved in suspected corruption activities, and the conduct of a lifestyle audit thereof
- Building criminal cases, identification, tracing, and confiscation of criminal proceeds and instrumentalities of crime for possible prosecution and prevention of organized crime crimes
- Conducting a corruption assessment and analysis
- Investigating allegations of corrupt practices and identifying serious, complex corruption cases with an element of money laundering
- Reporting on the activities of the investigation unit.

- In addition, he or she will be responsible for performing such functions as may be assigned to him or her by any authorized officer of the ACC superior in rank to him or her.

- (c) A competitive individual with a firm commitment to customer service excellence, an energetic team player with exceptional interpersonal, good communication, and writing skills;
- (d) Be ethical with strong self-esteem;
- (e) Be analytical, proactive, willing to take initiative, excellent planning, organizing, and positive Motivator, problem solver, and time management skills;
- (f) Be willing to travel extensively and work awkward hours;
- (g) Be in possession of a valid driving license;

- 2. It would be an added advantage if the candidate has a degree at 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.

### DIVISION: ADMINISTRATION SUBDIVISIONS: FINANCE, HUMAN RESOURCES, ADMINISTRATION, AND INFORMATION TECHNOLOGY POST DESIGNATION: DEPUTY DIRECTOR GRADE 4

Number of posts	: One (1)
Duty station	: Windhoek
Salary scale	: N\$517,195 – 543,728 per annum
Motor Vehicle Allowance	: N\$110,917 per annum
Housing benefit	: N\$121,560 per annum

#### Additional benefits include

An annual bonus, pension benefits, and participation in the Public Service Medical Aid Scheme

#### Minimum Requirements:

A B Degree at NQF Level 7 in Accounting, Finance, Human Resources, and Administration, plus 9 years of appropriate experience, of which 5 years must be at the supervisory level, with a strong financial background.

#### Main duties of the job:

##### 1. Financial Management

Provide overall leadership and direction on financial planning, control, and the implementation of the budget by the Commission and other stakeholders, and serve as the Financial Advisor to the Executive Director and the entire Commission (ACC). The specific duties and responsibilities in this regard include:

- Advising the Executive Director and Management on all financial matters;
- Ensuring effective and proactive budget and financial planning and management of the Commission;
- Budget preparation, implementation, and control;
- Monitor special operation account;
- Monitoring budget expenditure and adherence to Treasury Instructions;
- Preparing and submitting consolidated financial statements;
- Ensuring that the financial statements are promptly prepared and presented for auditing;
- Ensuring compliance and adherence to Financial Accounting Guidelines/ Commission;
- Preparing consolidated (recurrent and development) budget of the Commission;
- Preparing submissions on virementation for approval internally and externally;
- Preparation of quarterly reports on budget expenditure and execution to the Executive Director;
- Determining staffing needs and priorities of the Directorates and Divisions level;
- On request or own initiative, render advisory or liaison service to staff of the Ministry of Finance related matters;
- Control the course of Expenditure in relation to appropriated funds and advise the Executive Director accordingly;
- Ensure timely compilation and the correctness of annual financial statements;
- Initiate prompt action on audit inquiries, findings, and recommendations directed to the Executive Director; and
- Coordinate budget hearings, meetings, inputs, and presentations.

##### 2. Administrative Functions:

- Ensure the development of his/her Division's annual activity and performance plan
- Oversee the Commission's Procurement Management Unit
- Responsible for the Commission's procurement and maintenance of the Commission's assets, record management, and information technology systems
- Advise the Executive Director and other line managers on all human resource-related matters
- Ensure the establishment of the workplace Wellness Programmes are implemented
- Ensure that subordinates are familiar with rules and regulations as well as relevant laws on personnel and financial management;
- Supervise, monitor, and ensure the effective functioning and performance of the Division as per its assigned mandate and approved work plan and as an integral part of the Commission and its overall organisational work plan;
- Ensure that the functions and activities of the Division are designed and carried out in conformity with the applicable policies, laws and regulations, and other compliance standards and requirements;
- Provide leadership in the development of a strategic and annual plan for the Division and ensure that the Division's plans and activities are aligned with the strategic plans and activities of the Directorates and Divisions of the Commission;
- Ensure that all staff members of the Division have job descriptions, have signed performance agreements, and their performance is reviewed/ appraised as per the guidelines set by the Office of the Prime Minister or instructions from his/her supervisors;
- Perform any other assignments as may be assigned by the Supervisor or the Executive Director.

### DIRECTORATE OF PUBLIC EDUCATION AND CORRUPTION PREVENTION POST DESIGNATION: CHIEF PUBLIC EDUCATION AND CORRUPTION PREVENTION OFFICER, GRADE 5

Number of posts	: One (1)
Duty station	: Oshakati
Salary scale	: N\$432 601 – N\$517 195 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, 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 a 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 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 (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:

- Assisting the head of the Directorate of 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.

### POST DESIGNATION: CHIEF PUBLIC RELATIONS OFFICER GRADE 6

Number of posts	: One (1)
Duty station	: Windhoek
Salary scale	: N\$354 883 – 424 119 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:

A National Diploma or equivalent qualification on NQF L6 in public relations, communication, media or any field related to any of the above-mentioned, plus 6 years appropriate experience. Serving staff members must have their probation confirmed at the level of grade 7

#### Additional requirements:

**Preference will be given to candidates who possess the following additional requirements:**

- A Master's Degree in Public Relations, Media Studies, Communication or a related field
- Excellent written and oral communication skills
- Experience in writing, developing, designing, and implementing communication strategies and products, including digital communication
- Experience in leading complex communication initiatives requiring horizontal coordination with internal and external stakeholders
- Experience in representing organizational interests and positions to internal and external stakeholders
- Experience in leading, conceptualizing, and carrying out a variety of creative communication products for specific target audiences

#### The incumbent will be tasked to:

- Continuously identify and manage factors that negatively impact institutional image and implement restorative measures.
- Gain and maintain public understanding and support
- Cultivate and promote a positive image of the Anti-Corruption Commission
- Develop a public relations plan in line with the Government Communication Plan
- Develop communication products, including the development and use of social media
- Disseminate information to both internal and external stakeholders using various media
- Serve as a resourceful contact person between the public and the Anti-Corruption Commission
- Promptly respond to media and public queries
- Compile and edit annual reports as well as organizational promotional documents
- Organize and manage special events (open days, conferences, etc)
- Produce a monthly in-house newsletter in collaboration with ED and other component heads
- Be an effective public communicator of the commission's policies, programs, and activities in coordination with the Executive Management of the Commission

#### PLEASE NOTE:

- Applicants must be Namibian Citizens.**
- Successful candidates are subjective 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 qualifications evaluated by 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 details of work-related experience and exposure; and Educational qualifications, identity card, and a 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 hand 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 1<sup>st</sup> September 2025**