



VACANCIES

OFFICE OF THE CHIEF ELECTORAL AND REFERANDA OFFICER DIRECTORATE: LEGAL SERVICES

Post Designation	: Chief Legal Officer: Grade 4
1x Post	: Windhoek
Salary scale	: N\$ 517, 195 –N\$ 543, 728
Motor Vehicle Allowance	
Capital costs	: N\$ 83, 106.00 per annum
Running costs	: N\$ 27, 811.00 per annum
Total Allowance	: N\$ 110, 917.00 per annum
Housing Benefit	: N\$ 121, 560.00 per annum

Duties and responsibilities

- Ensure the handling of all legal matters, with a particular focus on statutory compliance with the Electoral Act 5 of 2014 (as amended) and other legislation related to electoral matters.
- Oversee the registration and deregistration of political parties, organisations, and associations.
- Ensure that registered political parties, organisations, and associations comply with their electoral obligations.
- Draft, review, and analyse legal instruments such as contracts, Service Level Agreements (SLAs), and Memoranda of Understanding (MoUs).
- Study and interpret legal documents from both internal and external sources.
- Serve as Secretariat to the Commission during meetings and committees by providing appropriate legal guidance
- Ensure that the Commission's activities and operations are conducted in compliance with applicable laws, regulations, and ethical standards.
- Draft and review various legal documents in compliance with the Commission's legal standards.
- Represent the organisation in negotiations.
- Assist in the preparation of documents for court proceedings and arbitrations
- Ensure that the organisation's operations comply with applicable laws and regulations.
- Advise the organisation on legislative and regulatory changes.
- Assess the legal implications of new projects and support risk management efforts.
- Define the legal boundaries within which the Commission operates.
- Interpret and advise on legal provisions, resolutions, and decisions.
- Ensure compliance with reporting obligations to various affiliated bodies and organisations.
- Monitor changes in laws, regulations, and legal trends that may impact the Commission and provide regular recommendations for compliance.
- Provide legal training and guidance to permanent and temporary employees on legal matters and best legal practices.
- Perform tasks and lawful instructions as received by Chief Legal Advisor and management and any other lawful additional work.

MINIMUM REQUIREMENTS:

- BA LLB Degree, plus 9 years' in-service experience of which 3 years should be at the level of a Senior Legal Officer plus certification of satisfactory performance.
- BA LLB Degree plus Registration as provided for in the appropriate legislation.

ADDITIONAL REQUIREMENTS

Applications must be accompanied with the following:

- Comprehensive Curriculum Vitae
- Certified copies of the academic qualifications
- Namibian Identify Document (ID)
- Valid Certificate of Conduct
- Declaration indicating whether the applicant has been or is an office-bearer of a political party, active politician had or has a high party political profile.