

DIVISION: ELECTIONS ADMINISTRATION
SUB-DIVISION: LOGISTICS AND INFRASTRUCTURE

Post Designation	: Control Administrative Officer Grade 6
1x Post	: Windhoek
Salary Scale	: N\$ 354, 883 – 424,119
Housing Allowance	: N\$17,424 per annum
Transport Allowance	: N\$10,512 per annum

Job Summary

The Control Administrative Officer: Logistics and Infrastructure reports functionally and structurally to the Deputy Director: Elections Administration, and is mainly responsible to oversee the planning, coordination and execution of all logistical operations related to the electoral processes. The Control Administrative Officer is responsible for ensuring the seamless delivery of election materials, managing supply chains, overseeing transport logistics, and coordinating resources across various regional depots. The Control Administrative Officer will collaborate with the Regional Electoral Officers to ensure that every election-related operation is executed efficiently, timely, and in compliance with all electoral guidelines.

Duties and responsibilities

The Control Administrative Officer Electoral Logistics and Infrastructure is charged with the following duties and responsibilities:

- Develop and implement comprehensive logistics plans for the delivery, storage and distribution of election materials;
- Establishment of timelines and workflows for the procurement and transportation of election materials to regional depots;
- Oversee the inventory of election materials and ensure proper storage, tracking and management of election related-supplies;
- Work closely with the procurement team to ensure that all required election materials are available, compliant with Public Procurement legal framework and ready for deployment;
- Ensure that election-related equipment is operational, tested and ready for use;
- Develop and supervise transport routes and schedules to ensure the timely delivery of materials, with contingency plans in place;
- Supervise and manage logistics support staff, ensuring that they are properly trained, motivated and aligned with the Commission's objectives;
- Implementation of divisional policies and operational procedures;
- Implement standard operating procedures as well sub divisional action plans;
- Assist in preparation and execution of the divisional budget;
- Coordination, facilitation, acquisition, safekeeping and disposal of election materials, office supplies, office furniture and equipment.
- Identify potential logistical challenges or risks and proactively develop contingency plans;
- Monitor logistical operations to ensure adherence to safety protocols, legal requirements and quality standards;
- Prepare detailed reports on logistical activities, including delivery schedules and inventory management;
- Conduct a thorough post-election review of logistical operations to assess efficiency, performance and areas for improvement;
- Development and maintain an up-to-date data base of registration, polling venues and collation centres in consultation with Regional Electoral Officers;
- Liaise with Regional Electoral Officers in identification and determination of regional needs in regards to election materials.

MINIMUM REQUIREMENTS:

- A Bachelor's degree in Logistics, Supply Chain Management, Public Administration or related field at NQF level 7, plus at least 5 years' appropriate experience of which two (2) must be at supervisor level. Additional certification in election administration or public administration will be an added advantage.
- A Valid driver's license

SKILLS AND COMPETENCIES

- Strong leadership and team management abilities, with a demonstrated ability to motivate and manage cross-functional teams;
- Expertise in logistics planning, inventory management, and transport coordination;
- Excellent problem-solving skills and the ability to think critically in high-pressure situations;
- Strong communication skills, both written and verbal;
- Proficiency in logistics software and project management tools;

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.
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