



BE PART OF THE FIGHT

## 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: SENIOR INVESTIGATING OFFICER GRADE 5

**Number of posts:** Three (3)  
**Duty station:** 2x Windhoek, 1x Oshakati  
**Salary scale:** N\$517,195 – N\$543,728 per annum  
**Transport Allowance:** N\$10,512 per annum

**Additional benefits include:** An annual bonus, pension benefits, housing subsidy/rental allowance, allowance subject to certain conditions, and participation in the Public Service Medical Aid Scheme

#### Minimum requirements:

An appropriate National Diploma on NQF Level 6 plus 6 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 will include 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, 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;

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.

#### POST DESIGNATION: INVESTIGATING OFFICER GRADE 7

**Number of posts:** One (1)  
**Duty station:** Windhoek  
**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, allowance subject to certain conditions, and participation in the Public Service Medical Aid Scheme

#### Minimum requirements:

An appropriate National Diploma on NQF Level 6 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 will include 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, 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, a motivator, problem solver, and time management skills;
- Be willing to travel extensively and work awkward hours;
- 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.

#### POST DESIGNATION: INVESTIGATING OFFICER GRADE 7 (ANALYST)

<b>Number of posts:</b>	One (1)
<b>Duty station:</b>	Windhoek
<b>Salary scale:</b>	N\$354,883 – N\$424,119 per annum
<b>Transport Allowance:</b>	N\$10,512 per annum
<b>Benefits include:</b>	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 6 plus 3 years relevant experience that focuses on investigative work, forensic investigation, law enforcement, legal research, auditing, information technology (IT), or compliance with relevant laws. It includes the following:

#### Have knowledge of:

- Investigative techniques;
- Rules of criminal procedure;
- Precedent court decisions concerning the admissibility of evidence;
- Constitutional rights, search and seizure, and related issues
- Operation of a computer and job-related software

#### Have the ability to:

- Recognize, develop, and present evidence that reconstructs events, sequences, and time elements; and
- Establish relationships, responsibilities, legal liabilities, and conflicts of interest in a manner that meets requirements for presentation in various legal hearings and court proceedings
- Extract data from computers, cellular phones, and other media devices and perform analysis on such data 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, including 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, and other agencies, in order to support investigations and to obtain evidence relevant to an investigation.
- Understand complex data, including the ability to methodically review the same.
- Work under pressure and 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 analysis applications. Manipulate, analyze, and present data.

#### Skills in:

- Applying the techniques required in performing surveillance and undercover work.
- Communication, presentation, and interpersonal relationships.
- Planning, organization, and problem-solving.
- Information technology, including the use of databases, spreadsheets, and specialized software.

#### It would be an added advantage if the candidate:

- Has knowledge of, 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 abovementioned software applications and tools 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 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.

#### 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, and Forensic Tool Kit (FTK).
- Report writing, inclusive of compilation of tables and charts.

#### 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.
- To testify in court on the extraction of data and the findings of any analysis performed.
- Performing any other functions as may be assigned to them by any authorised officer of the ACC superior in rank to him or her.

### DIVISION: ADMINISTRATION

#### POST DESIGNATION: SENIOR ADMINISTRATIVE OFFICER GRADE 10

**Number of posts:** One (1)  
**Duty station:** Windhoek  
**Salary scale:** N\$159,505 – N\$191,312 per annum  
**Transport Allowance:** N\$10,512 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 Level 6) plus 1 year of appropriate experience, OR a Grade 12 Certificate at (NQF Level 3) plus 3 years of appropriate experience

**Supplementary:** Good oral and written communication skills

#### Requirements:

- Computer literacy
- Good organizational supervisory skills
- A valid driving license

#### Main responsibilities:

- Procurement, safekeeping, and maintenance of ACC assets
- Annual stock-taking and keeping of a proper stock control register/system
- Monitor the store's stock level
- Safekeeping of assets/documents
- Contract Management
- Serve as a member of the PMU and loss control committees
- Facilitate the procurement of goods, services, and works
- Prepare bidding documents
- Serve as a secretariat to the Procurement Committee
- Liaise with different service providers
- Process requisitions for expenditures and purchase orders
- Processing payment of invoices
- Compile performance agreements, reviews, and appraisals of subordinates
- Supervise subordinates
- Performing such other functions as may be assigned by the supervisor

#### 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 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 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 comply 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: applications are to be submitted at the head office only
- 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  
16 JUNE 2025