



## Vacancy Advert

### E-PARLIAMENT STRATEGY IMPLEMENTATION COORDINATOR

The **Parliament of Namibia** is established by the Constitution of the Republic of Namibia (Chapter 7 and Chapter 8), as one of the three organs of the State. The Executive (President and Cabinet), and the Judiciary (Courts) constitute the other two organs. Under Article 44 of the Namibian Constitution, the National Assembly is vested with power to make laws, and it is the principal legislative authority in and over Namibia (Article 63). The National Council have the power and function to review legislation in terms of Articles 74 and 75 of the Constitution.

In collaboration with the **Enhancing Participatory Democracy in Namibia (EPDN)**, a partnership programme of the Government of the Republic of Namibia and the European Union, an independent and non-profit-making development partner, it is seeking to recruit an e-Parliament Strategy Implementation Coordinator. The Coordinator is responsible for the overall implementation, monitoring, evaluation and periodic reporting on progress of the e-Parliament Strategy 2022-2027.

#### Requirement:

- At least, a Master's Degree in Information Technology/Public Sector Administration / Business Administration/ or equivalent field.
- Namibian citizenship is required.

#### Experience:

- At least, 12 years of work experience in IT (in the public and private sector), and at least 5 of those years being served in implementing ICT strategies. Experience in Namibia's public sector IT environment will be an added advantage.
- At least, 5 years' experience of serving at an organisation's senior management level.
- Experience with capacity building in Parliaments, Government Offices, Ministries and Agencies. Experience with research, and data collection, including interviews, M&E and writing reports.
- Experience with digital technologies, including ICT infrastructure, software application, and web based services.

#### Summary Key Performance Areas:

- **Implementation Oversight:** Coordinate and support the execution of the e-Parliament Strategy (2022–2027), ICT Policy, annual plans and budgets.
- **Governance and Reporting:** Serve as secretariat for committees and provide detailed monthly, quarterly, and annual progress reports.
- **Digital Transformation:** Lead the adoption and deployment of modern ICT infrastructure and digital tools for improved parliamentary operations and citizen engagement.
- **Capacity Building:** Develop and implement training programs to enhance the digital skills of parliamentary staff and Members of Parliament.
- **Resource Mobilization:** Secure funding for the e-Parliament Strategy from various sources.
- **Stakeholder Engagement:** Build and maintain relationships with development partners and internal directorates to ensure collaborative success.
- **Change Management:** Drive organizational change and guide staff to effectively adopt new technologies and processes.
- **Strategic Focus:** Strengthen parliamentary services, prioritize digital infrastructure improvement, and enhance the IT department's capacity.

Please note that this position extends until June 2026.

Application accompanied by a detailed CV and certified copies of qualifications should be forwarded to: EPDN Office via [gift.hikumwah@epdn.org](mailto:gift.hikumwah@epdn.org). Closing date for application: 24 January 2025. Only shortlisted applicants will be contacted, and no documents will be returned.