



## NATIONAL ASSEMBLY

### INVITATION FOR APPLICATIONS FOR POSITION OF INFORMATION COMMISSIONER AND DEPUTY INFORMATION COMMISSIONER: REGULATIONS RELATING TO TERMS AND CONDITIONS OF SELECTION COMMITTEE AND PROCESS FOR APPOINTMENT OF INFORMATION COMMISSIONER AND DEPUTY INFORMATION COMMISSIONER, 2022

Under regulation 4 of the Regulations Relating to Terms and Conditions of Selection Committee and process for appointment of Information Commissioner and Deputy Information Commissioner published under Government Notice No. 380 of 9 December 2024, I invite persons who –

- a. meet the requirements of section 7 of the Access to Information Act, 2022 to apply for appointment as Information Commissioner or Deputy Information Commissioner for a period not exceeding five years; and
- b. comply with the qualifications of, and criteria for appointment as, Information Commissioner or Deputy Information Commissioner, to apply in writing as set out in the Schedule.

**ESTHER N. KAAPANDA**  
SECRETARY TO THE NATIONAL ASSEMBLY

#### SCHEDULE

Manner of application and required documents

1. A person who intends to apply for the position of Information Commissioner or Deputy Information Commissioner must do so in writing and the applications must be accompanied by –
  - a. a cover letter with a comprehensive curriculum vitae, clearly stating the following information –
    - i. personal particulars of the applicant, which includes the contact telephone number, email address, postal address, residential address;
    - ii. citizenship of the applicant;
    - iii. academic qualifications obtained by the applicant;
    - iv. employment history of the applicant; and
    - v. work experience of the applicant.
  - b. an affidavit or affirmation before a Commissioner of Oaths in which the applicant declares the following –
    - i. whether or not he or she has a criminal record and if the applicant does have a criminal record he or she must disclose the nature and circumstances of that criminal record;
    - ii. whether or not he or she is an unrehabilitated insolvent and has been so declared by a competent court;
    - iii. whether he or she is of unsound mind or suffers from a mental illness;
    - iv. whether he or she is permanently employed by the State;
    - v. whether he or she is a member of the National Assembly, National Council, a Regional Council or a Local Authority Council; and
    - vi. whether he or she is an office-bearer of a political party, an active politician or has a high political profile.
  - c. a certified copy of the applicant's identity document (ID);
  - d. a certified copy of the applicant's educational qualifications and if the applicant has a foreign qualification such foreign qualifications must be accompanied by a Namibia Qualification Authority (NQA) evaluation report or proof of submission of application for an evaluation report; and
  - e. a certified copy of the Certificate of Conduct from the Namibian Police issued not more than six months before the closing date of the applications.

#### Eligibility criteria

2. An applicant referred to in paragraph 1 must –
  - a. be a Namibian citizen or must have obtained permanent residence in Namibia;
  - b. be in possession of an educational qualification of at least a Master's Degree in Information Science, Communication, Corporate Governance, Public Governance or Law;
  - c. possess extensive professional experience of at least 10 years of which –
    - i. seven years in respect of the position for Information Commissioner, and
    - ii. five years in respect of the position for Deputy Information Commissioner, should be at the management level in a field of practice or provision of services relating to the functions of the Information Commissioner set out in section 9 of the Act;
  - d. have a sense of integrity, independence of mind and critical thinking skills in the execution of his or her duties;
  - e. have a firm commitment to the principles of fairness and impartiality in the exercise and performance of his or her powers and functions as set out in section 9 of the Act; and
  - f. have proven extensive experience and outstanding acumen in conflict resolution, negotiation and mediation;

#### Remuneration and benefits

3. The remuneration and benefits of the Information Commissioner and the Deputy Information Commissioner are set out in Annexures A and B respectively.

#### Address and due date for applications

4. Applications must be addressed and hand delivered to the National Assembly, Parliament Building, 14A Love Street, Windhoek submitted on or before the 06 March 2026, and all enquiries must be directed to The Secretary to the National Assembly, Private Bag 13323 Windhoek. For enquiries: email address: parliament@parliament.na. Telephone number: (061) 2889111. All candidates will be vetted.

#### ANNEXURE A INFORMATION COMMISSIONER

1. **Remuneration**  
A remuneration of N\$1 435 931.40 per annum.
2. **Non-Taxable Income**  
An amount of N\$10,000 per annum.
3. **Motor Vehicle Allowance**  
An allowance per month which is based on the purchase price of a benchmark motor vehicle financed on the instalment system over 54 months at 17.5% interest as well as the running cost of the vehicle. The benchmark motor is a Mercedes Benz E400 or a BMW 528i or an equivalent replacement model. The allowance is thus not a fixed allowance but could differ as it is determined on the purchased price of the vehicle.
4. **Official Vehicle**  
The use of an official vehicle is authorised in circumstances where required for purposes of extending courtesies, soliciting intelligence and/or conducting investigations and when awareness raising campaigns are conducted in the regions.
5. **Housing Allowance**  
An amount of N\$13,269 per month. Should you be residing in official accommodation, a housing allowance is not payable.
6. **Furniture Allowance**  
An allowance of N\$50,000 per the five-year term of office.
7. **Water and Electricity Allowance**  
An amount of N\$4, 020 per month.
8. **Entertainment Allowance**  
An amount of N\$10,000 per annum, which must be provided for an expense item according to the standard subdivision for such purposes on the budget of the Ministry of Information, Communication and Technology.
9. **Telephone Allowance**  
An amount of N\$250 per month.
10. **Cellular Phone and iPad**  
The Information Commissioner is entitled to –
  - a. an official cellular phone with a maximum purchase price of N\$8,000 and a monthly airtime allocation of N\$3,500; and
  - b. an official iPad and related accessories with a monthly allocation of N\$1,500 for data usage on the iPad.
11. **Medical Aid**  
The Information Commissioner is entitled to medical aid benefits provided for under the Medical Aid Scheme for Members of the National Assembly, Judges and other Office Bearers Act, 1990 (Act No. 23 of 1990).
12. **Pension**  
The Information Commissioner is entitled to be a member of the pension fund established under the Members of Parliament and other Office Bearers Pension Fund Act, 1999 (Act No. 20 of 1999).
13. **Leave of absence**  
Approval by the Prime Minister in each case, in respect of vacation leave, special sick leave, compassionate leave, study leave and special study leave categories, and a leave gratuity entitlement, as are applicable to the category of Deputy Minister, on the basis as set out in the Service Benefits and Conditions of Employment for Political and other Office Bearers handbook.
14. **Subsistence and Travel**  
Subsistence and travel (S&T) expenses for official travel and journeys, equivalent to the rates applicable that of the Deputy Minister. An adjustment to such rates must be made in instances where the Information Commissioner is paid or reimbursed such expenses by a body or institution other than the Government.
15. **Security**  
Security to be provided in respect of the person and (house) property of the Information Commissioner by the Inspector-General of Police.

#### ANNEXURE B DEPUTY INFORMATION COMMISSIONER

1. **Remuneration**  
A remuneration of N\$1 148 745.12 per annum.
2. **Non-Taxable Income**  
An amount of N\$8,000 per annum.
3. **Motor Vehicle Allowance**  
An allowance per month which is based on the purchase price of a benchmark motor vehicle financed on the instalment system over 54 months at 17.5% interest as well as the running cost of the vehicle. The benchmark motor is a Mercedes Benz E400 or a BMW 528i or an equivalent replacement model. The allowance is thus not a fixed allowance but could differ as it is determined on the purchased price of the vehicle.
4. **Official Vehicle**  
The use of an official vehicle is authorised in circumstances where required for purposes of extending courtesies, soliciting intelligence and/or conducting investigations and when awareness raising campaigns are conducted in the regions.
5. **Housing Allowance**  
An amount of N\$10,615 per month. Should you be residing in official accommodation, a housing allowance is not payable.
6. **Furniture Allowance**  
An allowance of N\$40,000 per the five-year term of office.
7. **Water and Electricity Allowance**  
An amount of N\$2,784 per month.
8. **Entertainment Allowance**  
An amount of N\$8,000 per annum, which must be provided for an expense item according to the standard subdivision for such purposes on the budget of the Ministry of Information, Communication and Technology.
9. **Telephone Allowance**  
An amount of N\$200 per month.
10. **Cellular Phone and iPad**  
The Deputy Information Commissioner is entitled to –
  - a. an official cellular phone with a maximum purchase price of N\$7,500 and a monthly airtime allocation of N\$2,500; and
  - a. an official iPad and related accessories with a monthly allocation of N\$1,500 for data usage on the iPad.
11. **Medical Aid**  
The Deputy Information Commissioner is entitled to medical aid benefits provided for under the Medical Aid Scheme for Members of the National Assembly, Judges and other Office Bearers Act, 1990 (Act No. 23 of 1990).
12. **Pension**  
The Deputy Information Commissioner is entitled to be a member of the pension fund established under the Members of Parliament and other Office Bearers Pension Fund Act, 1999 (Act No. 20 of 1999).
13. **Leave of absence**  
Approval by the Prime Minister in each case, in respect of vacation leave, special sick leave, compassionate leave, study leave and special study leave categories, and a leave gratuity entitlement, as are applicable to the category of Deputy Minister, on the basis as set out in the Service Benefits and Conditions of Employment for Political and other Office Bearers handbook.
14. **Subsistence and Travel**  
Subsistence and travel (S&T) expenses for official travel and journeys, equivalent to the rates applicable that of the Permanent Secretary. An adjustment to such rates must be made in instances where the Deputy Information Commissioner is paid or reimbursed such expenses by a body or institution other than the Government.
15. **Security**  
Security to be provided in respect of the person and (house) property of the Deputy Information Commissioner by the Inspector-General of Police.