

VACANCY



VACANCY EXECUTIVE OFFICER (EO) 5-YEAR CONTRACT

Visions Consulting was appointed by Social Security Commission, to independently administer the Executive Officer recruitment process in compliance with the Commission's policies and governance framework.

Department : Office of the Executive Officer
Duty Station : Head Office, Windhoek
Job Grade : F1
Closing Date : Friday, 6 March 2026 at 17:00 p.m.

Mandate : The Social Security Commission (SSC) is a statutory body established in terms of the Social Security Act, 1994 (Act No. 34 of 1994). Its principal purpose is to administer the Maternity Leave, Sick Leave and Death Benefit Fund (MSD Fund); the Development Fund (DF); the National Medical Benefit Fund (NMBF); the National Pension Fund (NPF); and the Employees' Compensation Fund (ECF) funds established by the Social Security Act of 1994 (Act No. 34 of 1994), currently read with the Employees' Compensation Act, 1995 (Act No. 5 of 1995). The NMBF and NPF have been established but are not operational. In administering the Funds, SSC's principal operations include: (a) registering employers and employees, (b) collecting and investing contributions, (c) assessing and paying claims, (d) providing benefits and (e) providing funding for training and employment schemes and providing financial aid to students

Vision : To be a Leading, Trusted and Innovative Social Security Service Provider.
Mission : To be a Relevant Provider of Equitable and Responsive Social Security benefits to its members through continuous innovation.
Core Values : Innovation, Customer Centric, Integrity and Resilience.

Primary Purpose of the Job:

The purpose of the Executive Officer role at the Social Security Commission is to provide strategic leadership and executive direction to secure the long-term financial sustainability, social relevance, and institutional viability of the Commission in a changing social, economic, and technological environment.

Key Performance Areas (KPAs):

Strategic Planning and Leadership; Risk Management; Operations; Human Resources; Reporting and Advice; Stakeholder Relations; Culture Management; Corporate Governance; Financial Management; Investment Management; Legal Social Protection.

Minimum Requirements:

- A relevant master's degree (NQF Level 9) in finance, legal or social sciences, plus a basic relevant degree.
- Only applications from Namibian citizens will be accepted.
- A valid Code B driver's licence is required.

Experience Required:

- A minimum of ten (10) years of experience in a senior management role.

Key Competencies:

- **Strategic Leadership and Vision** – Demonstrates strong strategic and conceptual thinking, with the ability to plan over the long term (5–10 years) and align organisational activities to overall business objectives.
- **Executive Leadership and Accountability** – Leads through competence and example, demonstrates sound judgement, takes accountability for decisions, and adapts course when required by evidence.
- **Analytical and Problem-Solving Ability** – Analyses complex issues objectively, balances short-term operational needs with long-term strategic priorities, and applies sound, evidence-based solutions.
- **Commercial and Business Judgement** – Applies sound commercial judgement in decision-making to support organisational sustainability and performance.
- **Stakeholder and Customer Focus** – Understands and anticipates the needs of internal and external stakeholders and customers in support of organisational objectives.
- **Communication and Influence** – Communicates clearly and persuasively across diverse audiences, articulating complex matters succinctly and building understanding and commitment.

Application Procedure:

- A cover letter, providing a detailed motivation for the position, signed by the applicant.
- An updated, detailed curriculum vitae, including at least two professional references (for each reference, please include the full name, title, current position, organisation, e-mail address, and cell phone number).
- Certified copies of the academic qualifications attained.
- Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation of qualification should be attached.
- A Certificate of Conduct from the Namibian Police, not older than six (6) months, must be submitted.
- Certified copies of Identity Documents and all other supporting documents.
- Vetting will be conducted on all shortlisted candidates.

Scan this code or click the link below to access online applications via the recruitment portal. <https://foresight.visions.com.na/>

Only online applications via Visions Foresight will be accepted. No emailed- or manual applications will be accepted. Applications submitted directly to SSC will not be accepted or considered.



In terms of the Affirmative Action (Employment) Act 29 of 1998, people from designated groups and persons with disabilities who meet the prescribed advertised requirements are encouraged to apply.

Only shortlisted candidates will be contacted. Kindly note that submitted documents will not be returned to applicants.

Kindly note: For any technical or application-related support regarding the Foresight online platform, the Visions Foresight Helpdesk is available during workdays, **Monday to Friday during office hours (08:00 – 17:00)**. For assistance, please contact us at recruitment@visions.com.na

Any queries should be directed in writing to **Dr. Rudi Koekemoer** rudi@visions.com.na