



REPUBLIC OF NAMIBIA



MINISTRY OF MINES AND ENERGY

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6 Aviation Road
Private Bag 13297
WINDHOEK

VACANCY

The Ministry of Mines and Energy invites suitably qualified candidates to apply for the following vacant positions:

1. DIRECTORATE OF ADMINISTRATION SERVICES DIVISION: INFORMATION TECHNOLOGY

SECTION: ICT INFRASTRUCTURE, SYSTEM ADMINISTRATION

Post Designation:	SYSTEM ADMINISTRATOR GRADE 9
1x Post:	Windhoek
Salary Scale:	N\$243 812 – 274 573 (P)
Benefits:	Housing Allowance: N\$13 080 p.a Transport Allowance: N\$7680 p.a

Minimum Requirements: A Degree in Information and Technology, Business Computing on NQF Level 7 or equivalent qualification and a valid driver's Licence.

Key Responsibilities:

- Identify problems in the system, anticipate potential issues and repair systems and software when necessary.
- Set up new users and give access to the intranet.
- Manage and maintain the file servers.
- Install, test, and relocation of computer systems and network components.
- Monitor the network performance and internet connection for security risks.
- Coordinate installations, upgrades or enhancements to computer and network systems.
- Advise on and implementation enhancements for efficiency.
- Participate in evaluation of new products and network upgrades.
- Provide front-line support to end-users.
- Provide field/administrative support of computer systems in offices, ministries, and agencies.
- Preventative maintenance, diagnosis of machine problems and repair computer equipment.

Approved.
[Signature] 2021. 09.15

- Employ the latest security protocols.
- Monitor the local area network (LAN) for threats or errors.
- Execute any other duties assigned by the Supervisor or any other authorised person.

Key Competencies

- Interpersonal Skills.
- Confidentiality.
- Customer service oriented.
- Reliability
- Innovative
- Excellent organizing skills to adapt to a changing environment
- Ability to priorities and manage work effectively

SECTION: SUPPORT SERVICES AND HELP DESK

Post Designation: **COMPUTER TECHNICIAN GRADE 11**

1x Post: **Windhoek**

Salary Scale: N\$ 138 812-156 701(P)

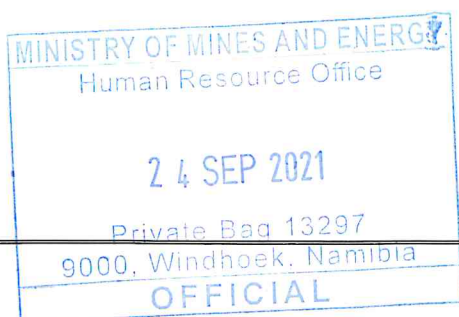
Benefits: Housing Allowance: N\$10 464 p.a
Transport Allowance: N\$7 680 p.a

Minimum Requirements: National Diploma or equivalent qualification in Information Technology on NQA level 6.

Additional requirements: Proficient in Microsoft Office Products (Word, Excel, PowerPoint).

Key Responsibilities:

- Provide user support daily as per calls/tickets logged with Helpdesk.
- Install and configure computer hardware and software, connect computers to the network, set up peripheral equipment, hardware components and other devices.
- Join computers to the network and ensure that they are in good condition.
- Install system applications and ensuring that the latest updates are made available to the users.
- Check performance related issues and network support problems, respond to complaints and queries.
- Provide technical advice and solve employees' technical problems.
- Maintain IT Asset Register and keep records of IT maintenance work and repairs.
- Train users on new software packages and system.
- Fix and repair computers, printers and other hardware.
- Execute any other duties assigned by the Supervisor.



Applicants must be Namibian citizens and/or public servants. Applications (New Government employment application form (156043) obtainable at all Government Offices or on the website) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications including Academic Records must be submitted to:

The Executive Director
Ministry of Mines and Energy
Private Bag 13297
Windhoek

Attractive range of benefits includes 13th cheque, pension fund, medical aid scheme, assistance with relocation expenses, vacation and sick leave. ***Previously disadvantaged persons, women and people with disabilities are strongly encouraged to apply.***

- **NB: Kindly note that all foreign qualifications should be evaluated by the Namibian Qualifications Authority (NQA). All Public Servants should forward the applications via their respective Human Resources Department and ensure that a copy of the confirmation of probation in their current positions are attached. Failure to complete all items on the application form for employment and not attaching the necessary documents, will result in immediate disqualification.**

Closing Date: 25 October 2021

Enquiries: Human Resources Division: Mr. Martin K. Masake/ Ms. Paulina Angala
Telephone: 061-284 8111

Only candidates who meet the requirements will be contacted.



A handwritten signature in black ink, consisting of stylized initials and a surname.