



REPUBLIC OF NAMIBIA

MINISTRY OF MINES AND ENERGY

VACANCY

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

Post Designation: DIRECTORATE ADMINISTRATION SERVICES
1 x Post: DIVISION: INFORMATION TECHNOLOGY
Scale of Salary: Computer Technician Grade 11
Housing Allowance: Windhoek
Transport Allowance: N\$138 812 – 156 701(P)
N\$13 080 P/A
N\$7 848 P/A



Minimum Requirement: A National Diploma or equivalent qualification in Information Technology on NQF Level 6.

- Provide user support on a daily basis as per calls/tickets logged with Helpdesk;
- Ensure day-to-day smooth running of IT 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 ensuring that they are in good working 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,
- Provides technical advice, and solve employees' technical problems by phone or in person;
- Maintain IT Asset Register and keep records of IT maintenance work and repairs;
- Train users on new software packages and systems;
- Fix and repair computers, printers and other hardware; and
- Execute any other duties assigned by the Supervisor or any other authorized person.

Applicants must be Namibian Citizens and/or Public Servants. Applications (Government employment application form (156043) obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and certified copies of Educational qualifications 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, vacation and sick leave. **Racially disadvantaged persons, women and people with disabilities are strongly encouraged to apply. NB: All Public Servants should forward the applications via their respective Human Resources Department.**

Closing Date: 19 August 2019

Enquiries: Human Resources Division: Ms. Martha Kavijene/Ms. Paulina Angala Telephone: 061-284 8111

Only candidates who meet the requirements will be contacted.

All official correspondence must be addressed to the Executive Director