



REPUBLIC OF NAMIBIA

MINISTRY OF MINES AND ENERGY

VACANCIES

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

**DIRECTORATE: ADMINISTRATION SERVICES
DIVISION: INFORMATION TECHNOLOGY**

Post Designation: Deputy Director Grade 4
1 X Post: Windhoek
Salary Scale: N\$478 220-502 753
Housing Benefits: N\$68 187 p.a
Motor Vehicle Costs: Capital: N\$76 950 p.a
Running: N\$ 25 751 p.a

Minimum Requirement: A Bachelor Degree (at NQF Level 7) in ICT System Administration, Network Engineering, Computer Science, Information System Management or equivalent plus 9 years appropriate ICT experience of which 3 years must be at supervisory level.

Additional Requirements:

Ability to lead and drive teams in the field of Systems Engineering, Network and Security Management and Support Services;
Strong organizational effectiveness and communication skills with experience at supervisory level;
Excellent oral and written communication skills with ability to produce reports and prepare for meetings;
Proficiency in Microsoft Office (Excel, Word, PowerPoint).

Key Responsibilities:

Recommend, implement and be in charge of approved work structure and team structures to execute the work of the division.
Enforcing adopted standards, methodologies and approach in the execution of the work of the division; to inculcate a quality driven approach and customer service focus in the work of the division based on Quality Assurance Plans and Customer Support Service Charters.
Take full charge for the implementation, monitoring and maintenance of Infrastructure technologies.
Managing of ICT Project contracts with third parties to ensure all projects are delivered within budget and time as per scope of work and project charters. Attend implementation committee meetings and sign off project deliverables. Review project status reports and make recommendations to the head of the directorate on the project.

Keeping abreast of latest happening in the field of ICT to provide recommendation for the Directorate to stay up-to-date with latest trends and happening in the fields of ICT for Public Sector operations.

Submitting of plans and budget of the division in terms of operational and development projects. Monitor and report to the Head of the Directorate on budget execution, project execution and explain on any variances. Submit monthly reports on the operation of the division, status of Infrastructure project implementations, operations and Help-Desk reports. Ensure that Systems Engineering projects are properly documented and changes to configuration of Hardware, System Software and databases follow an approval process before been deployed onto the production environment. Ensure all software applications and data is properly backed up on a timely basis.

Responsible to keep an up-to-date asset register of all Hardware, licensed software products, their renewal dates for support and log of any patch or updates applied to the production, test and development environment.

Responsible for the configuration management of all Hardware, Systems Software, Databases and Monitoring tools in use by the Ministry and enforcing a methodological approach to change management of the ICT environments.

Manages and monitor division performance to ensure progress and strategic objectives are achieved.

Undertaking other duties that may be assigned by the Head of the Directorate.

Post Designation:	Chief System Administrator Grade 6
1 X Post:	Windhoek
Salary Scale:	N\$ 328 139-392 158
Benefits:	Housing Allowance: N\$ 13 080 p.a
	Transport Allowance: N\$ 7 680 p.a

Minimum requirements: A Bachelor Degree (at NQF Level 7) in ICT System Administration, Network Engineering, Computer Science, Information System Management or equivalent plus six (6) years appropriate ICT experience of which 3 years must be at supervisory level.

Additional requirements

Detail oriented, analytical and critical thinking skills;

Ability to lead and drive teams in the field of Systems Engineering, Network and Security Management and Support Services;

Strong interpersonal, oral and written communication skills;

Proficient in Microsoft Office products (Word, Excel, PowerPoint)

Key Responsibilities:

Implementing (Installing, Testing and Commissioning), administrating, monitoring and maintenance of Infrastructure technologies.

Administering servers, desktop computers, printers, routers, switches, firewalls, software deployment, security updates and patches. Review logs, administer user access, issues and problems and take appropriate corrective action and provide root cause analysis. Detects, diagnoses, and reports related problems on servers and equipment.

Developing ICT upgrade plan, including servers, desktop, laptops, cabling, routers, switches, data storage and proposing upgrades on a regular basis.

Ordering and replacing components as needed (replace failed disks in storage arrays, replace failed tape drives for tape libraries, troubleshoot and perform health checks for backups.

Monitoring systems health and update/patch revisions using enterprise level monitoring software.

Providing ICT advisory services to the Ministry.

Carrying out research and keeping up to date with latest technologies, innovation and approaches in the ICT environment.
Undertaking other duties that may be assigned by the Head of the Division.

**DEPARTMENT: GEOLOGICAL SURVEY
DIVISION: REGIONAL GEOSCIENCE**

Post Designation: Senior Cartographer Grade 8
1x Post : Windhoek
Salary Scale: N\$220 828-263 911
Benefits: Housing Allowance: N\$13 080 p a
Transport Allowance: N\$7 680 p a

Minimum Requirements: An appropriate recognized National Diploma (NQF L6) in Cartography, Geographic Information Systems or Geo-information Technology or Geo-spatial information science in Geology plus three (3) years appropriate experience in Cartography.

Additional Requirements: Ability to adapt different map-making techniques for different end users. Applicant should further be Knowledgeable on a wide range of computerized cartography-related software and highly conversant in ARCGIS. Knowledge of GIS web mapping, will serve as an added advantage.

Duties and Responsibilities:

Research, develop & design innovative cartographic techniques to meet user specific needs in the production, visualization and geospatial outputs within a geoscience environment.

Spearhead the accurate production and updating of geological maps and or charts into cutting-edge ways.

To ensure the use of GIS topological rules to develop, maintain, manipulate and facilitate validation of geospatial database content using industry standard quality control tool.

Supervise collection, compilation and manipulation of geographic data, design and preparation of geological maps (and related cartographic material) in graphic or digital form.

Define quality standards and annotation to indicate quality of data used during map production.

Routinely access and employ the usage of aerial photographs and satellite images during map production.

Train and oversee the work of junior staff in cartographic production, according to work requirements, as well as monitor the content and accuracy of maps, charts and printing proofs produced.

Develop training programs and mapping tools for cartographers.

Display analytical ability and problem-solving skills.

Demonstrated good oral and written communication skills.

Post Designation: Cartographer Grade 9
1x Post: Windhoek
Salary Scale: N\$180 505-216 499
Benefits: Housing Allowance: N\$10 464 p a
Transport Allowance: N\$7 680 p a

Minimum Requirements: An appropriate recognized National Diploma (NQF L6) in Cartography, Geographic Information Systems or Geo-information Technology or Geo-spatial information science.

Additional Requirements: Applicant should further be Knowledgeable on a wide range of computerized cartography-related software.

Duties and Responsibilities:

- Compile data, design, and prepare geological maps (and related cartographic material) in graphic or digital form.
- Revise existing maps and charts to make corrections, adjustments, and updates.
- Collect, document, and analyze geoscience data, aerial photographs, archival maps, reports, and satellite images.
- Effectively use cartographic techniques to meet user specific needs in the production, visualization and geospatial outputs within a geoscience environment.
- Create, maintain and manipulate geographical information databases (geodatabase). Demonstrated good oral and written communication skills.
- Analytical ability and problem-solving skills.

Post Designation:	Senior Geoscientist Grade 6 (Regional Mapping -Geologist)
1 X Post:	Windhoek
Salary Scale:	N\$ 328 139-392 158
Benefits:	Housing Allowance: N\$ 13 080 p.a
	Transport Allowance: N\$ 7 680 p.a

Minimum requirements: An appropriate 4 years B.Sc. (Honours) degree in geology or equivalent Earth Science, plus 3 years appropriate experience in geological field mapping.

Additional requirements:

Experience in conducting scientific geological research, as well as supervising and training junior Geoscientist staff. A broad knowledge of Namibian geology is essential. The successful candidate should be able to work independently and possess good communication skills, both orally and in writing; and computer-literacy. In addition, the candidate will be expected to take initiative, work in a team environment and provide knowledge and skill transfer to junior staff and be responsible for regular staff training. The position incorporates periods of field work in remote areas and applicants must be in possession of a valid driver's licence. The candidate should be hardworking, honest and trustworthy.

Job Responsibilities

- Undertake geological field mapping
- Prepare reports, thematic maps and charts
- Conduct geological research
- Sampling and identifying rocks and minerals through appropriate mineralogical, petrologic and geochemical analytical techniques
- Write and prepare geological reports and papers for publication
- Supervise and train junior staffs

Applications 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, assistance with relocation expenses, vacation and sick leave. ***Racially 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), and evaluation letter must be submitted. All Public Servants should forward the applications via their respective Human Resources Department.

Closing Date: 28 October 2019

Enquiries: Human Resources Division: Ms. R Naboth / Ms. P Angala

Telephone: 061-284 8111

Only candidates who meet the requirements will be contacted.

