



REPUBLIC OF NAMIBIA

MINISTRY OF MINES AND ENERGY

Tel.: +264 61 284-8111
Fax: +264 61 238643 / 220386

6 Aviation Road
Private Bag 13297
WINDHOEK

POSITION 5

**DIRECTORATE ADMINISTRATION SERVICES
Division Information Technology**

1x Post Designation: Senior System Administrator Grade 7
Duty Station: Windhoek
Salary Scale: N\$ 269 189-321 707
Housing Allowance: N\$ 13 080 p a
Transport Allowance: N\$7 680 p a

Appointment Requirements: An appropriate Bachelor degree (at NQF level 7) in ICT System Administration, Computer Science or equivalent qualification plus 3 years appropriate experience.

Additional Requirements:

- Detail oriented, analytical and critical thinking skills
- Ability to supervise and train the team in the field of system engineering network, security management and support services
- Proficient in Micro office products (Word, Excel & Power Point)

Key Responsibilities:

- Assist with analyses and setting objectives for the development of the Systems Infrastructure;
- Assist with planning and implementing end user policies;
- Develop a schedule to manage the development and implementation of key projects and services related to the Server Systems;
- Maintains operating stability and system efficiency;
- Maintains security of core server infrastructure.

Applications must be Namibian citizens and/or public servants. Applications (Government employment application form (156043) obtainable at all Government Officers) 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, 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 must be evaluated by the Namibian Qualification Authority (NQA) and the outcome of the evaluation should be submitted.

Closing date: 07 September 2020

Enquiries: Human Resources Division: Ms. Paulina Angala/Rebeka Naboth
Telephone: 061-284 8111

Only candidates who meet the requirements will be conducted.