

MANAGEMENT CADRE
MINISTRY OF GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE

DIRECTORATE: ADMINISTRATION AND GENERAL SERVICES
DIVISION: INFORMATION TECHNOLOGY

Post Designation	:	Deputy Director Grade 4
1x Post	:	Windhoek
Salary Scale	:	N\$517,195 – N\$543,728
Motor Vehicle Allowance	:	N\$102,701 (Capital and Running Costs) per annum
Housing Benefit	:	N\$68,188 per annum

Minimum Requirements: A B. Degree at NQF Level 7 plus nine (9) years appropriate experience of which at least five (5) years must be at supervisory /middle management level.

Key Performance Areas:

- To lead, supervise, monitor and manage the IT activities of the Office of the Ministry of Gender Equality, Poverty Eradication and Social Welfare (MGEPESW) in order to meet all the goals and objectives of the division.
- Responsible for overseeing the maintenance, upgrading and expanding the MGEPESW, IT systems, including networks, IT security and Internet services.
- Establishment, implementation and enforcement of IT policies and strategies
- Oversee the development and maintenance of the IT strategic plan in line with the overall MGEPESW strategic objectives.
- Planning and implementation of IT infrastructure and information systems.
- Preparation of IT budgets to ensure sufficient IT resources.
- Providing professional support in all aspects of IT development in the MGEPESW.
- Management of all computerized systems developed or implemented within the MGEPESW.
- Liaise with the Office of the Prime Minister and other service providers to ensure continuous compatibility of hardware and software used.
- Recommend major projects, IT budgets, priorities, standards, procedures, and monitor overall IT performance.
- In conjunction with the HR division, manage the recruiting, training and coaching of IT staff members, communicating job expectations and appraising their performance.

NB: Racially disadvantaged persons, woman and persons with disabilities or persons from the marginalized communities who meets the requirements are encouraged to apply. Applications for employment, **fully completed**.

Applicants should note the following:

- Candidacy is not limited to the Public Servants only and preferences will be given to Namibian Nationals,
- Previously Disadvantaged Persons, women and person with disabilities are encouraged to apply,
- Applicants within the Public Service must attach proof of confirmation of probation to their application for employment and those outside the Public Service must attach testimonial, certificate of service from former and current employer in respect of work experience.
- **All foreign qualifications must be submitted with an evaluation of qualification from the Namibia Qualification Authority (NQA).**
- **Failure to complete all items on the Application Form for Employment and not attaching the required documents will disqualify the application. Any part of the application form that do not apply to you please indicate as such by writing N/A**
- Please, take note that only shortlisted candidates will be contacted, and no personal documents will be returned.

- Application form for employment o 156043 and Health Questionnaire form 156094(obtained from any Government Offices) together with a comprehensive curriculum vitae and original certified copies of educational Qualifications as well as academic records, identity document and certificate of service or testimonials (if any) must be addressed to:

**The Executive Director
Ministry of Gender Equality, Poverty Eradication and Social Welfare
Juvenis Building
Independence Avenue
Private Bag 13359
WINDHOEK**

Enquiries: Mr. Manasse Nichlas Mbingeneeko; Tel: 061-283 3262 or Mr. Sakaria Hidulika Sheehama; Tel: 061-283 3132
