and short term forecast for planning purposes; Contribute to the national budget macroeconomic framework; Advises the Chief National Development Advisor on matters relating to macroeconomic issues; Formulate recommendations, policies or plans to solve economic problems using macroeconomic analysis; Provide advice and consultation on economic relationships to line Ministries, the public and other stakeholders; Builds and maintain positive relationships with all members of staff, and contacts within the line Ministries and regions; Carries out work plan activities efficiently and within agreed time frames; Assists the department 's management in preparation of department's annual work plan; Undertakes any other reasonable duties as may be requested from time to time.

Enquiries   **: Mr. Sylvester Mbangu at 283-4122**

POST D

DIRECTORATE OF ADMINISTRATION
DIVISION INFORMATION TECHNOLOGY
SUBDIVISION SYSTEMS ADMINISTRATION AND SUPPORT SERVICES

POST DESIGNATION   : CHIEF SYSTEM ADMINISTRATOR GRADE 6
POST   : WINDHOEK
SCALE OF SALARY   : N\$354,883 – 424,119

Minimum requirements   : A Degree in Information Technology or equivalent qualification at NQF level 7 **PLUS** 5 years appropriate experience in System Administration. Proficient in Windows domain services, database management and Linux/Unix systems.

Purpose of the position   : To install/configure, manage, maintain/operate and support the NPC systems hardware infrastructure, software, PC's, LAN and WAN and related infrastructure.

Job description   : Install, configure, and support the organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Provide support and maintenance to hardware and software systems in-order to ensure network and system availability to all end-users. Plan, coordinate, and implement necessary network security measures, and disaster recovery and prevention services such as routine backups and virus scans. Manage users in the Systems Administration sub-division.

Key performance areas   : Technical lead for installations, upgrades or enhancements to computer systems and network components; Systems engineering, operations, and performance analysis; Lead server management, network fine tuning and monitoring tools; Monitoring and fine tuning of the network performance; Participating in evaluation of new products and network upgrades; Install software, supporting, and maintaining of servers, storage and other computer systems; Develop and implement IT policies (e.g. user usage, security, backup, recovery etc.); Responsible for setting up/maintaining an operational disaster recovery plan and infrastructure; Setting up/ maintaining an operational anti-malware/ virus system, to avoid malware and all other intrusions on the network; Must have a strong grasp of computer security (e.g. firewalls and intrusion detection/protection systems); Providing support to end users, field/administrative support on computer systems, inclusive of other offices, ministries and agencies when the need arise; Assistance with data retrieval, process operation and application system software commands; Performs diagnostics to determine system failures/faults, initiates or performs routine repairs; Manage the licensing of software and hardware; Designing, implementation and management of Windows computer network domain services.