

Enquiries : Mr Johannes E. Aipanda at 283 4199

POST E

POST DESIGNATION : SYSTEM ADMINISTRATOR GRADE 9
POST : WINDHOEK
SCALE OF SALARY : N\$263,863 – 296 950 (PJG)

Minimum requirements : A Degree in Information Technology on NQF Level 7.

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. The Systems Administrator shall report to the Chief Systems Administrator. At least two years' experience as a Computer Technician or Analyst Programmer

Key performance areas : Basic theories and application of computer science; basic principles and practices of computer applications development and installation; concepts and administration of computer and network operating systems and applications; practices and methods of systems administration and maintenance; network protocols including TCP/IP and bridging; data storage and communications; principles, practices and techniques in the installation, maintenance and troubleshooting of server hardware and software; reporting tools; Excel, Crystal reports, etc

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An attractive range of benefits includes pension- and medical aid fund, a transport allowance, a housing/rental allowance as well as ample vacation- and sick leave.

Women and persons with disabilities who meet the requirements are encouraged to apply.

Applications (on form 156043 obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications must be submitted to the following address:

**The Executive Director
National Planning Commission OR HAND-DELIVER TO
Private Bag 13356
WINDHOEK
ATTENTION: HUMAN RESOURCE OFFICE**

**The Human Resource Office
National Planning Commission
Room 151 / 153
1st Floor
Government Office Park**

Important notes to applicants from inside- and outside the Public Service

- 1. The “Application for Employment”-form (new format) as well the “Health Questionnaire” (both forms are available at all Offices/Ministries/Agencies) should be properly completed and signed. Please note that, in cases where more than one position with the same designation is advertised, applicants cannot complete one “Application for Employment”-form for all positions, but a separate application for each position. Applicants should also indicate very clearly on each application-form whether such application is for post A or B. If there is no**

indication the application will not be considered for any one of the advertised positions. Please note that fax- and email-applications will **NOT** be considered.

2. “Application for Employment”-forms should be accompanied by certified copies of the applicant’s highest qualifications (together with the academic transcript in respect of such qualifications) and certificates of service from **all** previous employers. The required certificates of service should reflect very clearly the type of experience/field in which experience was gained in each position at such previous employer(s), your exact date of appointment and termination of service and whether such experience was gained on managerial level or not. Please keep in mind that, without service certificates, the experience an applicant claims to have cannot be confirmed which will cause such an applicant not to meet the advertised requirement as far as “proven appropriate experience” is concerned. **Failure to properly complete all items on the “Application for Employment”-form and not attaching the necessary/required documents to the application form will disqualify the application.** Previous employers might be called at random to confirm the field in/level on which specific indicated experience was obtained.
3. Certified copies of evaluation certificates in respect of foreign qualifications (obtainable from the Namibia Qualifications Authority) should also be attached. The mentioned certified copy of the evaluation certificate from the Namibia Qualifications Authority should be available at the time of shortlisting. Failure to adhere to this will automatically disqualify the application. (Qualifications obtained from UNAM, NUST/PoN and IUM are excluded from this requirement.)
4. Government-employees who apply for the position must attach a certified copy of his/her letter of confirmation of probation in his/her current position.
5. Only shortlisted candidates will be contacted and no documents will be returned to unsuccessful applicants.
6. Applications received after the closing date will not be accepted.

CLOSING DATE FOR APPLICATIONS: 4 APRIL 2025