

## MANAGEMENT CADRE

### OFFICE OF THE PRIME MINISTER

#### DEPARTMENT OF PUBLIC SERVICE E-GOVERNMENT MANAGEMENT

##### DIRECTORATE: SOLUTIONS ARCHITECTURE

##### DIVISION: APPLICATION AND ARCHIVE SUPPORT

<b>Post designation</b>	:	Deputy Director, Grade 4 <b>(Re-advertisement)</b>
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$517,195-N\$ 543,728
<b>Motor vehicle allowance</b>	:	
<b>Capital Cost</b>	:	N\$83,106 per annum
<b>Running Cost</b>	:	N\$27,811 per annum
<b>Housing allowance</b>	:	N\$121,560 per annum

**Advertisement requirements:** A B-degree (at NQF Level 7) in the field of Records or Archive Management or Information Systems Management or Computer Science or Computing or Software Engineering or Information System Management, plus 9 years of appropriate ICT and or Records/Archival Management experience, with 5 years at management level or Chief level (Public Service) or equivalent level of experience with a focus in Software Development or ICT Project Implementation or Records Management.

#### Key Performance Area:-

The incumbent will be responsible for:

- The day to day operations of the Division by promoting team spirit and good work practice for the administration of the Software applications and the rendering of Support Services in the form of:
  - Functional support through Help-Desk to OMAs in their day-to-day operations like guidance on how to initiate and complete a transaction or to reconcile their transactions;
  - Technical support for software applications and databases running at the Data Centre and DR Centre.;
- Monitoring the working of the applications and databases and fine-tuning them;
- Maintaining the software applications and databases with the application of latest patches, fixes and updates.
- Liaising and collaborating with the Consultancy Project Team on project aspects, to ensure compliance with the project targets and facilitate the Annual Maintenance Services.
- Liaising and collaborating with the National Archives of Namibia, to ensure compliance and implementation of best practices towards Records Management practices.
- Take charge to resolve and troubleshoot any problems or issues encountered with the software applications by interacting with the Software Development teams or relevant suppliers or service providers;
- Interacting with the division of Enterprise and Portal Development for timely resolution of issues registered on the software applications;

- Inculcating a culture of Customer Care and monitoring service delivery as per support service charter.

**An application (on form 156043 obtainable at all Government offices) must be completed in full and be submitted together with a comprehensive curriculum vitae and certified copies of education qualifications and identity document. Failure to complete all items on the application form for employment and not attaching the necessary documents will disqualify the application. Qualifications obtained from foreign education institutions must be evaluated by NQA. Completed application forms for employment be directed to:-**

**The Executive Director  
Office of the Prime Minister  
Private Bag 13338  
Windhoek**

**OR hand deliver to Division Human Resources, 5<sup>th</sup> floor, Theo Ben Gurirab Building**

**Enquiries:** Mr Stefanus Van Staden Tel: 061-205 6248, Ms Ernstine Dama Tel: 061-287247

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