



JOB TITLE: Assistant Officer: Information Technology

DIVISION: Group IT & Admin

LOCATION: Windhoek

POSITION SUMMARY:

The incumbent of the position will report to the IT supervisor and will be responsible for all IT related assignments plus ensuring that computer systems and all technological equipment are always in good working order. The incumbent must have an understanding in Data Analytics and System Auditing.

KEY PERFORMANCE INDICATORS (KPI's):

(The KPI's include but are not limited to)

- Install, upgrade, and maintain hardware and software computer applications.
- Identifying data sources
- Add user PC to the domain, maintain user PC security and recover user data when lost.
- Producing efficient and elegant codes/scripts based on requirements
- Troubleshooting, debugging, maintaining and improving existing software
- Configure network settings then troubleshoot and resolve all user connectivity issues.
- Install, configure, monitor, support and identify new wireless access points.
- Develop IT audit procedures, conduct in-person or remote audits, and evaluate internal controls.
- Assess the effectiveness of security, confidentiality, and availability of information systems.
- Identify, document, and assess risks associated with IT systems, networks, and data management.
- Maintain the office printer and submit stock order (i.e., paper and toner) as and when required.
- Support users remotely and assess user laptop/PCs to ensure continuous functionality.
- Assemble computers from various computer peripherals when deemed necessary.
- Perform any related task as and when required.

EDUCATION AND EXPERIENCE:

- Be in possession of Bachelor's Degree in Computer Science / Information Technology or equivalent.
- Data Analytics certification will be an added advantage.
- Information Systems Auditing certification (will be a definite advantage)
- Must be in possession of driver's license

CANDIDATE COMPETENCIES:

- Must be detailed oriented.
- Must be customer service oriented.
- Must have excellent time management skills.

DCS value diversity hence we encourage interested candidates from all walks of life who meet the requirements to apply.

HOW TO APPLY

Please follow these instructions clearly

- CV, application letter and supporting documents must be scanned as one (1) PDF document.
- All documents and queries must be emailed to vacancies@dcs.com.na.
- No queries will be attended to telephonically.

Due Date: 20 February 2026