



Republic of Namibia

## MINISTRY OF FINANCE AND PUBLIC ENTERPRISES

### VACANCIES

#### DIVISION: INFORMATION TECHNOLOGY

<b>Post designation</b>	: Deputy Director, Grade 4
<b>Number of posts</b>	: One (1)
<b>Duty station</b>	: Windhoek
<b>Salary scale</b>	: N\$ 517, 195.00 – 543, 728.00 per annum
<b>Housing allowance</b>	: N\$ 121, 560.00 per annum
<b>Motor vehicle allowance</b>	: N\$ 110, 917.00 per annum (Capital costs N\$ 83, 106.00, Running costs N\$ 27, 811.00)

#### MINIMUM REQUIREMENTS:

A B-Degree (at NQF Level 7) in ICT System Administration, Network Engineering, Computer Science, Information System Management or equivalent qualification; plus, nine (9) years appropriate experience in ICT, with five (5) years at supervisory level (Grade 6) or equivalent level of experience with a focus in ICT Systems Administration, Network Management, ICT Infrastructure Project Implementation and Management.

#### REQUIRED SKILLS AND COMPETENCIES:

- Ability to lead and drive teams in the field of Systems Engineering, Network and Security Management and Support Services;
- Strong organizational effectiveness and communication skills with experience at supervisory level;
- Good knowledge and experience in ICT standards and Quality Assurance Processes for Systems Engineering duties at Data Centre, Disaster Recovery Centre and Wide Area Networks.

#### DUTIES AND RESPONSIBILITIES:

- Direct and oversee the development and implementation of the IT strategy, operations, and policies for the Ministry of Finance and Public Enterprises (MFPE).
- Oversee and Coordinate ICT Systems Administration, Network Management, ICT Infrastructure Project Implementation and Management.
- Prepares and implements the IT annual plans, budget, procurement plan, and manage expenditure.
- Manage systems and processes that support IT governance, risk, and security within MFPE.
- Reviews identified security risks and breaches to ensure the MFPE's assets and information are always secured.
- Develops and implements MFPE's IT Security policies and guidelines.
- Ensures that the IT Disaster Recovery Plan and associated procedures and supporting documentation are developed, maintained, tested, and improved on a regular basis.
- Assist with the recruitment, training, and development of IT staff members.
- Oversee all IT projects and innovations, as well as IT asset management.
- Develop the annual procurement plan and ensure IT procurements are done in accordance with the Public Procurement Act.
- Accountable for all IT operational activities, including the effective management, performance and improvement of MFPE's IT infrastructure.

#### APPLICATION PROCEDURE:

- Applicants must be Namibian Citizens.
- Application forms 156043 (obtainable at all Government offices) and should be accompanied by original certified copies of educational qualifications, detailed CV and other documents.
- All foreign qualifications must be evaluated by Namibia Qualification Authority (NQA).
- Applicants who fails to complete all items on the application form (incomplete applications) and failure to attach the necessary and aforementioned documents will disqualify their applications.
- Candidates employed in the Public Service must attach letter of confirmation of probation and those employed outside the public service must attach testimonials from former and current employer or Certificate of Service (NB: Testimonials with experience specifications is a must).
- Only short-listed candidates will be notified, and no documents will be returned.
- Applications must be addresses to: The Executive Director Ministry of Finance and Public Enterprises Private Bag 13295 Windhoek or hand delivered at: **Ground Floor East Wing Fiscus Building.**

**NB: In terms of the Affirmative Action Plan of the Ministry of Finance and Public Enterprises, qualifying females and persons with disabilities who meet the prescribed advertisement requirements are encouraged to apply.**

#### Enquiries to be Directed to:

Mr. Justus Mwafongwe  
Deputy Executive Director  
Ministry of Finance and Public Enterprises  
Tel no. 061 – 209 2908  
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CLOSING DATE:  
28 FEBRUARY 2025