

## SUBDIVISION: INFORMATION TECHNOLOGY

<b>Post designation</b>	:	System Administrator Grade 9
<b>1xPost</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$263,683 x P - N\$296,950 (P)
<b>Transport Allowance</b>	:	N\$10,512 per annum
<b>Housing Allowance</b>	:	N\$17,424 per annum

**Minimum requirements:** A Degree in Information Technology or Computer Science on NQF L7 (or equivalent qualification)

This job category includes personnel involved at operational level and includes personnel who are performing the following duties:

- Installing of computer software and network components.
- Configure Computers, switches and central printers' network within Parliament premises
- Provide end user technical support to both National Assembly and National Council staff members as well as Members of Parliament.
- Monitoring internet, network and system performance on daily basis.
- Ensure computer security by conducting routine maintenance to combat cybercrimes
- Advising on improving and implementing enhancements for efficiency by participating in evaluation of existing and new products relevant for any upgrades/replacement.
- Perform any other work-related tasks as may be assigned from time to time.

**Enquiries:** Mr. Elifas T. Angula, Tel 2882686 / HR Practitioners at Tel (061) 288 /2517/2606/2659/2514

**All foreign qualifications submitted for the above posts must be accompanied by the Namibia Qualifications Authority (NQA) evaluation.** Applicants who fail to attach it will not be considered for shortlisting. Applicants **whose probations in their current positions are confirmed (Please attach proof), please note that only shortlisted candidates will be contacted and no personal documents will be returned.**

**NB!** Application form for employment must be made on the latest revised Application for Employment Number 156043 and Health Questionnaire Form Number 156094 with a provision of current employer under Section C which is obtainable at all government Offices/Ministries/Agencies. Please take note that no any other version will be accepted and failure to complete the correct form or to complete all items on the application form or not attaching the required documents will result in automatic disqualification of the application.

Candidates from outside the Public Service must attach testimonials / certificate of service from former and current employers to proof their experience and current job level. Failure to attach proof of experience and current job level will disqualify the application.

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## DIRECTORATE: LEGAL SERVICES

PSM CIRCULAR NO. C OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 MARCH 2025, CLOSING DATE 11 APRIL 2025