



## VACANCY ADVERTISEMENT

Applications are invited from suitably qualified candidates for the position of

### **MANAGER: DIGITAL TRANSFORMATION PATERSON GRADE D2**

The role is responsible for leading and coordinating enterprise-wide business processes automation and digital transformation initiatives. This role aims to enhance stakeholder value by aligning strategy, processes, people and technology requirements to drive innovative solutions and operational excellence.

#### KEY PERFORMANCE AREAS

##### OPERATIONAL MANAGEMENT

- Provide input and recommendations to the development and review process of the IT & Digitalization Strategy, policies, procedures and processes.
- Collaborate with the business process optimization unit to ensure business processes evolve in alignment with digital transformation journey and the Bank's strategic imperatives.
- Prepare annual plans for business process automation considering optimized processes at enterprise level.
- Develop and implement solutions to digitize processes taking into consideration the current and to-be landscape.
- Compile consolidated reports on process automation, digitalization initiatives.
- Draft business cases for the digital transformation initiatives and facilitate taking these through the necessary governance forums for approval.
- Manage and mitigate risks as per approved recommendations and creates a risk consciousness within the business unit.
- Lead / facilitate workshops to co-design solutions, with a focus on both customer and business outcomes.
- Helps build an organizational culture that promotes the adoption of technology using change management principles.

##### PEOPLE MANAGEMENT

- Lead and coach direct reports, fostering a culture of excellence and continuous improvement.
- Set performance standards/key performance indicators for the team and track daily and/or accordance with the annual performance reviews.

#### EDUCATION, EXPERIENCE AND SKILLS

- A Bachelor's degree (NQF level 7) in computer science/ IT/Information Systems/Engineering or related.
- Certificate in digital transformation, change management and/or exposure to human-centered design methods such as Design thinking will be an added advantage.
- 5 – 7 years of experience in digital transformation, process automation or application analysis of which 2 years on a supervisory level.
- Strong understanding and focus on emerging technologies and platforms ecosystems.
- Excellent verbal and written communications skills.
- Excellent customer orientation/focus.
- Well-developed interpersonal sensitivity and teamwork orientation.
- A keen attention to detail.
- Problem solving and troubleshooting skills.

Applications will only be accepted from Namibian citizens.

**The closing date for applications is Friday, 6 June 2025.**

The DBN offers market related remuneration packages commensurate with experience and qualifications. Applications will be treated in strictest confidence.

Interested candidates should forward their resumes, which should include three contactable references and certified supporting documents to:

**The Acting Manager: Human Capital and Organisational Development, Development Bank of Namibia, 12 Daniel Munamava Street, P. O. Box 235, Windhoek. E-mail: [recruitment@dbn.com.na](mailto:recruitment@dbn.com.na).**

No hard copies will be accepted.

Applicants who do not receive any response within three weeks after the closing date must accept that their applications were not considered favourably.



Development  
Bank of Namibia