

MINISTRY OF URBAN AND RURAL DEVELOPMENT

**DIRECTORATE: FINANCE, HUMAN RESOURCES, ADMINISTRATION AND INFORMATION
TECHNOLOGY**

DIVISION: ADMINISTRATION SUPPORT SERVICES

SUBDIVISION: AUXILLIARY SERVICES

SECTION: OFFICE SUPPORT

Post Designation : Private Secretary Grade 9
1x Post : Windhoek
Salary Scale : N\$ 204,977 – 245,851
Transport Allowance : N\$10, 512 pa
Housing Allowance : N\$13, 944 pa

Minimum Requirements: National Diploma in Office Administration, Business Administration or equivalent qualification on (NQF Level 6).

Supplementary requirements: Preference will be given to candidates with a National Diploma in Office Administration, Business Administration or equivalent qualification on (NQF Level 6).

Enquiries: Ms Albertina Shilongo

Telephone: 061 297 5093

**DIRECTORATE: FINANCE, HUMAN RESOURCES, ADMINISTRATION AND INFORMATION
TECHNOLOGY**

DIVISION: INFROMATION TECHNOLOGY

Post Designation : Computer Technician Grade 11
1x Post : Windhoek
Salary Scale : N\$150,126 – N\$169,472 (P)
Salary Notch : N\$150,126 (P) per annum
Housing Allowance : N\$13,944 per annum
Transport Allowance : N\$10, 512 per annum

Minimum requirement: A National Diploma in Information Technology on NQF Level 6

Supplementary requirement: Any Information Technology Certifications such as N+,A+, MSCE, etc, will be considered as an advantage. Driver's licence will also be considered as an advantage because the incumbent will be required to travel through Namibia on occasion.

Main Duties

- Installation and setup of newly acquired computer hardware, software and peripherals;

- Computer hardware, software, network and peripheral fault-finding, maintenance and support;
- Installation, maintenance and updating of anti-virus software;
- Setup and configuration of user e-mail accounts, both on mail clients such as Outlook and mobile devices such as notebooks, tablets, etc.;
- Setup and configuration of user Intranet and Intranet access;
- Setup and Configuration of user internal network access;
- Assist the Public Relations Office to maintain the website and social pages (Facebook, X, Instagram, etc.) of the Ministry; and
- Any other activities required that will enhance the functioning of ICT systems of the Ministry and sub-national governments.

Enquiries: Pieter W van Heerden, Tel 061 297 5291

Applications must be addressed to:

**The Executive Director
Ministry of Urban and Rural Development
Private Bag 13289
WINDHOEK**

OR

Hand deliver to:

**Human Resources Division
Ministry of Urban and Rural Development
Office No. 108, First Floor
Government Office Park, Luther Street**
