NAMPA NAMIBIA PRESS AGENCY
Telling the Namibian Story

VACANCY

Namibia Press Agency (NAMPA)

Namibia Press Agency (NAMPA) is looking for Head of IT who will be reporting to the Chief Executive Officer.

Manager: Head of Information Technology Grade C5 X1
Job Grade: Grade C5 X1
Duty Station: Windhoek

Primary purpose of position

Ensuring functional and user-friendly communication structure of NAMPA, creating reliable network for speed information sharing, ensuring high degree of safe keeping of information, developing a database of retractable information, and ensuring high degree of customer support. And further advise and liaise with the Chief Executive Officer on latest IT developments, trends, products, and requirements.

Key Responsibilities

- Planning, Organizing, Directing and Controlling the daily functions of the Information and Communications Technology division of NAMPA.
- Overseeing and ensuring the provision of training for users and capacity building of IT staff.
- Drafting of IT budget, thereby ensuring that IT activities and costs are within the agreed budget.
- Providing monthly, quarterly, and annual reports covering the system performance and operations within the Agency, customer support and the status of new projects and services.
- ensuring replacement of all ageing IT machines (workstations) with new machines and creating files over redundant information storage options to ensure accurate and safe storage of data in event of disasters.
- Ensuring that overall ICT objectives of NAMPA are met within the required time frame and monitor the status quo of IT operations.
- reviewing and proposing cost effective systems and methods aimed at achieving maximum performance of the Agency as well as implementing strategic solutions thereto.
- Developing IT policies and disaster recovery plan (DRP) and ensuring that NAMPA's IT is incompliant with relevant legislation, policies and procedures that govern the use of IT within the Agency.
- Creating and maintaining forensics readiness of IT environment within NAMPA.

Competency Requirements

- Expertise in data Centre Management and data governance
- Hands-on experience in computer networks, network administration and network installation.
- Leadership and management ability.

Education and Experience Requirements:

- Bachelor's degree in IT or equivalent
- Honors degrees will be added as advantage
- Five (5) years' experience IT

Closing Date: Monday, 19 October 2026 at 17h00 (No late applications will be accepted).

Interested candidates should forward their comprehensive CV to **hr@nampa.org**

Or hand deliver at Corner of Keller and Eugene Marais Street, (opposite National library/achieve), Windhoek.
Only short-listed candidates will be contacted. No documents will be returned.