

**OFFICE OF THE AUDITOR-GENERAL**

**DIRECTORATE: ADMINISTRATION**

**DIVISION: INFORMATION TECHNOLOGY**

**SUBDIVISION: ICT INFRASTRUCTURE, SYSTEMS ADMINISTRATION AND SUPPORT SERVICES**

**Post Designation:** Computer Technician Grade 11

**1 x Post:** Windhoek

**Salary Scale:** N\$ 150,126 - N\$ 169, 472 (P)

**Housing Allowance:** N\$ 13, 944 per annum

**Transport Allowance:** N\$ 10, 512 per annum

**Minimum Requirement:** A National Diploma or equivalent qualification in Information Technology at NQF Level 6.

**Key performance areas**

- Set up hardware and install and configure software and drivers.
- Perform preventative maintenance, diagnosis of machine problems and repair technological equipment (e.g. routers) or peripheral devices.
- Install well-functioning LAN/WAN and other networks and manage components (servers, IPs etc.).
- Manage security options and software in computers and networks to maintain privacy and protection from attacks.
- Perform regular upgrades to ensure systems remain updated.
- Troubleshoot system failures or bugs and provide solutions to restore functionality.
- Arrange maintenance sessions to discover and mend inefficiencies.
- Keep records of repairs and fixes for future reference.
- Offer timely technical support and teach users how to utilize computers correctly.
- Operating and monitoring computer equipment.
- Reporting of hardware and software problems to the Chief Systems Administrator.
- Perform the activities of the EDRMS within the division.
- Implements planned activities as on the indicated performance agreement.

**APPLICATION PROCEDURE:**

- Applicants must be Namibian Citizens.
- Candidates with foreign qualifications must attach their evaluation of qualification from Namibian Qualification Authority (NQA).
- A fully completed application must be made on the prescribed form 156043 and 156093 (obtainable from any Government O/M/A) and should be accompanied by the applicant's- Curriculum vitae with comprehensive details of work related experience and exposure, Certified copies of Certificate/s of Service from previous employer/s if any, Educational qualifications, Academic records, Identity document.
- Applicants from the Public Service applying for promotion post must attach certified copy of confirmation of probation to the current post.

- Applications not complying with the above may be disqualified.
- Shortlisted candidates may be required to undergo Psychometric Test

**NB: Racially disadvantaged persons, woman and persons with disabilities are encouraged to apply.**

**Applications for employment must be addressed to:**

**The Deputy Auditor-General**

**Office of the Auditor-General**

**Private Bag 13299**