

OFFICE OF THE AUDITOR-GENERAL

DIRECTORATE: ADMINISTRATION

DIVISION: INFORMATION TECHNOLOGY

SUB-DIVISION: INFORMATION TECHNOLOGY AUDIT SUPPORT

Post Designation: Senior System Administrator Grade 7

1x Post: Windhoek

Salary Scale: N\$ 302, 890 - N\$ 347, 926 (P)

Housing Allowance: N\$ 17 424 per annum

Transport Allowance: N\$ 10 512 per annum

Minimum Requirement: A B-Degree qualification in Information Technology or Business Computing qualification or equivalent qualification at NQF Level 7 plus four (4) years of appropriate experience in Systems Administration or Related field.

Added Advantage

- Experience in Computer Aided Audit tools (CAATS), e.g. SPSS, IDEA, and CASEWARE.

Key performance areas:

- Implementation of Audit systems and Computer Aided Audit Tools (CAAT).
- Assist audit staff in the collection and analysing of financial data from Government financial systems.
- Manage all aspects of the Audit systems.
- Responsible for system and software security.
- Troubleshooting and maintenance of the Audit systems.
- Testing and implementation of IT policies, strategies and Disaster Recovery Policy.
- Liaise on issues regarding software licensing and acquisition of hardware and software.
- Analysing and implementing control measures to ensure data security.
- Assist in coordinating installations, upgrades or enhancements to Audit systems.
- Advises on and implement system enhancements.
- Integrate Active Directory with Audit systems.
- Rendering advice on the acquisition of computer equipment.
- Assist in managing maintenance contracts with suppliers and 3rd party service providers.
- Recommend major IT infrastructure projects.

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**