

Contact Details:

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 E-mail: nabdesk@nab.com.na
 Website: www.nab.com.na

Physical address:

Agricultural Boards' Building
 30 David Hosea Merero Road
 Windhoek
 Namibia

Postal address:

PO Box 5096
 Ausspannplatz
 Windhoek
 Namibia



Enquiries: Josephat Nghihlekwa, Human Resource Officer

12 November 2021

Dear Applicant

POSITION: INFORMATION TECHNOLOGY TECHNICIAN

Thank you for having shown an interest in this position. Attached, please find a detailed job description for the Information Technology Technician and the details of the position is underlined in the Job Description.

VERY IMPORTANT: NO FAX OR EMAIL APPLICATION WILL BE ACCEPTED.

In addition, please note the practical guidelines regarding your application:

Relevant to Interview

1. Please enclose not more than 1 (one) page **a motivation, as a cover letter** specifically highlighting core duties that you think need your experience and reasons why you think you are the excellent candidate for this position.
2. Enclose **a comprehensive CV**. Also attach certified supporting documents and no documents shall be returned. If you are short listed the **original** documentation must be available at the interview.
3. Within your CV, please provide three relevant and traceable references **and their telephone numbers.**
4. Please do attach a copy of your driver's licence. Applications without a copy thereof will **NOT** be considered.
5. Please indicate your present annual remuneration package **(total cost to company):**
 - Basic salary (monthly x 12 = annual salary)
 - Annual bonus
 - Employers' contribution to pension fund per year
 - Employers' contribution to medical aid fund per year
 - Employers' contribution to social security per year
 - Any other to be considered as part of your total annual cost to company package.
6. If you are short listed, your latest pay slip and proof of the above **must** be available at the interview.
7. Applications must reach the offices of the Namibian Agronomic Board not later than **Tuesday, 30 November 2021 at 17h00.** No late application will be accepted or will be disqualified.
8. If you **are short listed**, you will be notified at the latest on **Friday, 14 January 2022** to be interviewed.
9. If you have not heard from us by **Monday, 17 January 2022** we regret that **you have not been short listed.**

Our Vision: "A world class regulator of a vibrant, diversified & sustainable crop industry"

Board of Directors:

Mr. Michael Iyambo (Chairperson)
 Dr. Marina Muller (Vice-Chairperson)
 Mr. Jason Emvula (Member)
 Ms. Elina Kalundu (Member)

Mr. Tarcisius Shingundu (Member)
 Mr. Hubertus Hamm (Member)
 Ms. Wilhelmina Handunge (Member)

Ms. Ferdina Inkono (Member)
 Mr. Ludie Kolver (Member)
 Mr. Lukas Mbangu (Member)

Mr. Leon Nel (Member)
 Ms. Josephine Fugre (Member)
 Ms. Joyceline kangotue (Member)

F.N.

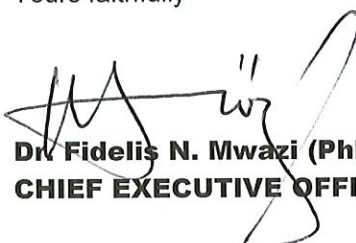
10. Short-listed candidates will also be subjected to a psychometric test.
11. After the interview, latest by **Friday, 28 January 2022** if you have not heard from us, we regret that you were not successful.

APPLICATIONS THAT ARE NOT SUMITTED AS STIPULATED WILL NOT BE CONSIDERED OR WILL BE DISQUALIFIED.

If you require any further information, please do not hesitate to contact Mr Josephat Nghihlekwa at (061) 379544 or josephat.nghihelekwa@nab.com.na

Wishing you all the best with your application.

Yours faithfully


Dr Fidelis N. Mwazi (PhD)
CHIEF EXECUTIVE OFFICER

NAMIBIAN AGRONOMIC BOARD OFFICE OF THE CEO
12 NOV 2021
----- SIGNED

NAMIBIAN
AGRONOMIC BOARD



**NAMIBIAN
AGRONOMIC BOARD**

Constituted by Act 20 of 1992

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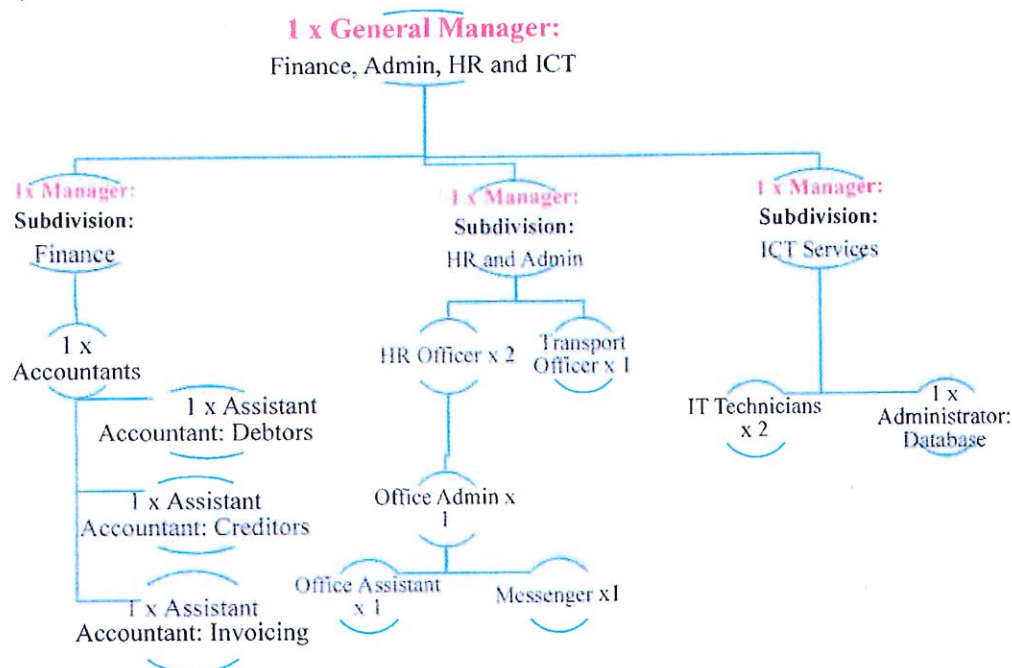
PO Box 5096
Ausspanplatz
Windhoek
Namibia

Creating a marketing environment that is conducive to growing and processing crops in Namibia

JOB DESCRIPTION

Job title	<i>Information Technology Technician</i>
Reports to	<i>Manager: Information, Communication and Technology Services</i>
Division/ Subdivision	<i>Finance, ICT, HR & Admin / ICT Services</i>
Job Location	<i>Windhoek, Namibia</i>
Job Grade/Band	<i>C2</i>
Direct Reports (Incumbents)	<i>0</i>

ORGANIZATIONAL STRUCTURE



JOB PURPOSE

- Provide service to NAB Employees to ensure that the IT infrastructure and systems remain operational through proactively identifying, investigating and resolving technical incidents and problems.
- Restore services by managing incidents to resolution.
- Maintains the End-user computing environment and monitoring computer equipment.
- Installing and configuring hardware and software components to ensure usability.
- Troubleshooting hardware and software issues.
- Repairing or replacing damaged hardware.
- Upgrading the entire system to enable compatible software on all computers.
- Installing and upgrading anti-virus software to ensure security at the user level.
- Performing tests and evaluations on new software and hardware.
- Providing support to users and being the first point of contact for error reporting.
- Establishing good relationships with all departments and colleagues.
- Conducting daily backup operations.
- Managing technical documentation.

DUTIES AND RESPONSIBILITIES

KEY PERFORMANCE AREAS	DUTIES
1. Creating and Enforcing IT Security Policies	1.1 Establish corporate awareness training and ensure user adoption and policy enforcement. 1.2 Establish mobile use policies. 1.3 Develop and implement data transfer policies and data disposal practices. 1.4 Develop simple security practices. 1.5 Create remote access policies.
2. Ensure IT infrastructure and systems remain operational	2.1 Monitoring workstations and the network. 2.2 Ensure End-user are operational, satisfied and secure. 2.3 Manage power environment to ensure the mission-critical systems and applications remain operational. 2.4 Monitoring the servers and the network and monitor and manage user devices. 2.5 Detecting and preventing problems in infrastructure before it occurs. 2.6 Manage hardware and software assets and maintenance contracts.
3. Incident Management	3.1 When services are disrupted or fail to deliver, restore the service to normal operation as quickly as possible. 3.2 Be the first level support to: <ul style="list-style-type: none"> • Incident identification • Incident categorization • Incident prioritization • Initial diagnosis • Incident resolution • Incident closure

	<p>3.3 Define the steps to be taken to handle the incidents, the sequence of the steps and responsibilities.</p> <p>3.4 Troubleshoot hardware and software issues.</p> <p>3.5 Repairing and replacing damaged hardware.</p>
4. Installing and configuring hardware and software components to ensure usability	<p>4.1. Follow initial operating system setup.</p> <p>4.2. Install security software.</p> <p>4.3. Install needed software.</p> <p>4.4. Configure and verify internet connection.</p> <p>4.5. Run software and security updates.</p> <p>4.6. Installing and upgrading anti-virus software to ensure security at the user level.</p>
5. Storage, Management, Processing and Presentation of Data and Information to support User Needs	<p>5.1. Back up of all data on network.</p> <p>5.2. Periodically test the backup fields to ensure backup systems is operating properly.</p> <p>5.3. Ensure backed-up data is secure and protected from unauthorised access.</p> <p>5.4. Implement contingency plans including backups.</p>
6. Any other IT related matters	<p>6.1. Perform any other relevant IT related functions as directed by the Manager: ICT.</p>

QUALIFICATIONS, WORK EXPERIENCE AND SKILLS

Minimum Qualification:

- Bachelor's Degree in Computer Management and Information Systems.

Work Experience:

- A minimum of 2 years' professional experience in Management Information Systems at Senior Management level.
- Possess excellent writing and presentation skills.
- Proficient in Microsoft Office.
- A valid driver's license is a must have.

KNOWLEDGE

- The Namibian Agronomic Industry Act, 20 of 1992.
- Sound knowledge of Information Technology Acts.
- Sound knowledge of Computer Software and Hardware
- Extensive knowledge and experience in Network Management including configuration and implementation.
- Strong general knowledge of networking, IT systems, security, servers and firewall.

F.N.

SKILLS AND ABILITIES

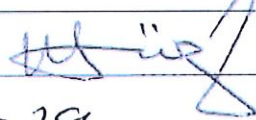
- Demonstrate solution and service knowledge.
- Possess sound knowledge of communications infrastructure and systems.
- Good communication skills.
- Demonstrate problem analysis and solution formulation skills.
- Demonstrate learning and service orientation.
- Demonstrate excellent attention to detail.
- Strong ethics, integrity and respect;
- Accountability;
- Ability to work on multiple tasks, prioritize responsibilities and meet deadline;
- Self-starter, self-motivated and focused on results.
- Good interpersonal skills;
- Interactive in problem solving;
- People and team oriented;

WORKING CONDITIONS

- Mainly in office in Windhoek and may travel to regional offices and borders occasional when applicable.

WORK PRESSURE

- Throughout the year at quite a high level and requires proper planning.

Approved by:	Dr. F.N. MWAZI, CEO 
Date approved:	20 November 2019
Date Reviewed:	