

CENTRAL PROCUREMENT BOARD OF NAMIBIA

Terms of reference

Job title: Manager: IT

Duty Station: Central Procurement Board, Windhoek

Commencement date: as soon as possible

Expected duration: Five (5) Year Contract (after six months probationary period)

Level: TBA

About the Central Procurement Board

Central Procurement Board of Namibia (CPBN) in terms of Public Procurement Act, 2015 (Act 15 of 2015) is a juristic person with the principal objects to conduct the bidding process on behalf of public entities for the award of contracts for procurement or disposal of assets that exceed the threshold prescribed for public entities; to enter into contracts for procurement or disposal of assets on its own behalf or on behalf of public entities awarded by the Board; and to direct and supervise accounting officers in managing the implementation of procurement contracts awarded by the Board.

Roles and responsibilities

The purpose of the position is one that participates in the development of CPBN's strategic planning initiatives by providing ICT related needs to effectively support the CPBN's Public Procurement Management System and internal ICT capacity building of staff. The position is further required to manage the development and implementation of SMART metrics including cost and benefit analysis for appropriate software, hardware and storage facilities for CPBN. The development and implementation of ICT policies, ICT Risk Management Frameworks that support business continuity and risk mitigation including the identification security vulnerabilities and eliminating them with strategic solutions that increase data security. Ongoing capacity building of CPBN staff in ICT related skills and knowledge as well as management of own subordinates is a key element of this position.

Specific duties:

He or she will have the following responsibilities and functions:

- Long- and short-term planning and development of system/policies
- Formulate and directs information and communication technology (ICT) strategies, and plans that support CPBN's long and short objectives
- Operations, administration and reporting
- Responsible for all ICT operational activities and take responsibility for the effective management, performance and improvement of the CPBN's ICT infrastructure
- Employee Management and Development
- ICT Security
- Design and implement ICT safety measures and controls for CPBN
- Risk Management
- Develops, implements and monitors reporting mechanisms for ICT governance, security and

- risk practices to support compliance and highlight areas exposure
- Disaster Recovery
 - Ensures that the IT Disaster Recovery Plan and associated procedures and supporting documentation are developed maintained, tested and improved on regular basis.
 - Business Continuity
 - Document IT design and resources and create a business recovery process and schedule business planning sessions with staff to identify processes.

Qualifications, Skills and Competencies

- Bachelor's degree in Computer Science or equivalent;
- Postgraduate qualification will be an added advantage
- A minimum of seven (7) years' experience in IT Environment of which three (3) years should have been served in a supervisory position;
- Experience in setting an ICT department for a medium sized organisation
- Excellent organisational skills;
- Proven ability to work under pressure and under tight deadlines;
- Be able to think strategically, and prioritize among competing demands;
- Demonstrated ability to maintain confidentiality

CLOSING DATE: 31 MAY 2019

ENQUIRIES: HR MANAGER EMAIL: hr@cpb.org.na

**SUBMIT A CV WITH MAXIMUM FIVE (5) PAGES WITH CERTIFIED QUALIFICATIONS; ALL FOREIGN
QUALIFICATIONS MUST BE VERIFIED BY NQA
ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED
NO E-MAIL APPLICATIONS WILL BE ACCEPTED**

ADDRESS FOR SUBMISSION:

**HAND DELIVERY:
MANDUME PARK
1 TIENERT STREET
WINDHOEK**

**POSTAL ADDRESS:
PO BOX 23650
WINDHOEK**

ALL POSITIONS ARE SUBJECTED TO VETTING/SECURITY CLEARANCE