

CAREER OPORTUNITY ICT MANAGER

Business Unit: Finance & Administration
Location: Windhoek
Duration: Permanent after six months' probation

ABOUT CPBN:

The Central Procurement Board of Namibia (CPBN) was established as a juristic person by the Public Procurement Act of 2015 (Act No. 15 of 2015) with the mandate 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 the public entities. In pursuing its vision to ethically manage procurement on behalf of Namibian public entities CPBN invites applications from dynamic, self-driven and motivated suitably qualified Namibian citizens to join our team in the above role.

PURPOSE OF THE JOB

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 for staff. The position is further required to manage the development and implementation of SMART metrics including cost and benefit analysis for appropriate hardware, software, 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 of security vulnerabilities and eliminating them with strategic solutions that increase data security. A key component of this position is the ongoing capacity building of CPBN staff in ICT-related skills and knowledge as well as management of own subordinates.

KEY ACCOUNTABILITIES

- Formulates and directs information and communication technology (ICT) strategies, policies and plans that support CPBN's long and short-term strategic objectives.
- Prepares and implements the ICT annual business plan, annual budget and monitors and controls such expenditure.
- Responsible for all ICT operational activities, including the effective management, performance and improvement of CPBN's ICT infrastructure.
- Ensures that all ICT operating systems and applications are fit for their intended purpose, are reviewed and improved on a regular basis, and effectively support the CPBN's corporate strategy.
- Develops and implements CPBN's ICT Security policies and guidelines.
- Designs and implements ICT safety measures and controls for CPBN.
- Monitors network activity to identify vulnerable points and implements strategic solutions and controls.
- Responsible for the day-to-day management, monitoring and reporting on the systems and processes that support ICT governance, risk and security within CPBN.
- Develops, implements and monitors reporting mechanisms for ICT governance, security and risk practices to support compliance and highlight areas of exposure.
- Reviews identified security risks and breaches to ensure the CPBN's assets and information are appropriately secured at all times.
- Ensures that the IT Disaster Recovery Plan and associated procedures and supporting documentation are developed maintained, tested and improved on a regular basis.
- Reviews and upgrades current recovery plans and provides training to CPBN staff members on risk management and disaster recovery procedures.
- Responsible for the recruitment, training and development of ICT staff members.

MINIMUM EDUCATION

- An Honours Degree in Information Technology/Computer Science/Information Systems or equivalent.
- A Masters degree will be an added advantage.

MINIMUM EXPERIENCE

- At least 7 years' experience in an ICT environment of which 3 years should have been at a middle management level
- Proven knowledge of computer systems, security, network and systems administration, databases and data storage systems, and phone systems
- Expertise with implementing, configuring, and testing solutions
- Professional certifications; CompTIA (A+, Cloud+, Security+)

TECHNICAL COMPETENCIES

- Knowledge of the Public Procurement Act and Regulations;
- Strategic Business acumen
- Vendor & Contract Management
- Proven Negotiation & Leadership Skills
- Advanced Project Management Skills
- Network Installation, Configuration & Administration Skills
- In depth knowledge of ICT systems, policies, processes and procedures

GENERAL COMPETENCIES

- Advanced Communication and Interpersonal Skills
- Critical Decision-making and Problem-Solving Skills
- Time management skills;
- High levels of confidentiality and maturity;
- Stakeholder engagement skills (internal and external);

PERSONAL ATTRIBUTES

- Adaptable, flexible and resilient;
- People and service oriented;
- Result-oriented, Emotional Intelligence;
- Innovation and Creativity;
- Ethics and high integrity;

SALARY PACKAGE

- An attractive Total Cost to Company salary package negotiable and commensurate with experience and qualifications is offered.

ADDRESS APPLICATION TO:

The Manager: Human Capital: Postal address, PO box 23650 Central Procurement Board of Namibia, Windhoek.
Hand deliver: 8161 Julius Nyerere Street, Southern Industrial, Windhoek.

Enquiries: Mr. E. Simon. Tel: (061) 447700

CLOSING DATE: 08 July 2022

Applicants in "Designated Groups" especially people with disabilities, who are able to perform the required duties are encouraged to apply.

NB: Interested candidates should submit a cover letter, comprehensive CV (5) pages maximum with certified copies of educational qualifications and identity document.

Only shortlisted candidates will be contacted for interviews.

ALL POSITIONS ARE SUBJECT TO VETTING/SECURITY CLEARANCE