



**Namibia Statistics
Agency**

INTERNAL/EXTERNAL VACANCY

The Namibia Statistics Agency (NSA) was established in terms of the Statistics Act No. 9 of 2011. The Agency is mandated, amongst others, to constitute the central statistical authority of the State and to collect, produce, analyse and disseminate official statistics in Namibia.

Position:	Executive: IT & Data Processing
Reporting to:	Deputy Statistician-General
Duty station:	Windhoek, Head Office

Job purpose

To develop, lead, direct, refine and manage the IT and Data Processing function of the NSA, to provide optimal support to the NSA across statistics, spatial data, and support areas. To ensure effective deployment, management and optimization of the IT infrastructure/network and associated MIS & Data Management capacity within NSA in line with current and future requirements, to enable optimal support of business processes and effectiveness organization wide. To advise and influence management decision making with a well-founded IT/MIS perspective, supporting systems & services to significantly assist in functional and organisational success.

Key Performance Areas:

- IT/Data & Data Infrastructure Management, IT Infrastructure, Governance & Technical/Professional Policies & Procedures.**
Develop and maintain effective Policies and Procedures governing IT/Systems architecture; It processes and supporting/services processes and procedures in line with NSA systems and IT support needs that will enable optimal management of the IT/MIS/Data Management requirements of NSA.
- IT & Data Processing System & Services Operational Strategy & Supporting Plans & Implementation.**
Proactively part-take in the NSA strategy process at a high level, influence overall NSA strategy effectively, and translate NSA strategy into IT requirements & functionalities and related services that will ensure optimal support of the NSA through IT functions, impact and effectiveness in achieving NSA strategic objectives and targets.
- IT Users & Stakeholder Relationships Effectiveness.**
Identify and develop the users, service providers & stakeholders that require proactive management and ensure such management through IT functional structures so that optimal conditions are created for the functions' success.
- Network Infrastructure & Management Support & Services Efficiencies.**
Direct, guide and support a NSA IT Network Infrastructure that will enable the capturing, processing, analysis. Monitoring and reporting of required information in statistics and other functional areas and will enable network development as needs emerge.
- IT Security, Safety & Confidentiality & Related Services (including Disaster Recovery).**
Direct, guide and support the security, safety and confidentiality practices, and ensure a high degree of total IT integrity and back-up as well as disaster and failure recovery plans and processes, to maintain low IT risk.

6. **Applications Support & Services Efficiencies.**
Direct, guide and support comprehensive applications support through internal and external support processes that will enable optimal applications utilisation and availability.
7. **Data Infrastructure & Data Management Support Services.**
Ensure the effective management of the spatial data infrastructure and its data within agreed service levels and standards.
8. **IT & Applications Updates/Upgrades.**
Ensure that operating systems as well as applications remain relevant and up to date and that updates and upgrades are implemented on time and to standards.
9. **IT Financial Efficiencies.**
Develop the budget within strategic parameters that will enable the IT & Data Processing System & Services function to do justice to its purpose and requirements in respect of its organisational support functions and optimise the application of costs/funds to ensure desired outcomes.
10. **Major IT Projects.**
Initiate, manage and account for major identified projects that add to IT and overall NSA value in the medium to long-run.
11. **Human Resources Capacity & Effectiveness.**
Develop and refine the IT, Data Processing System & Services functional structures in line with strategy and ensure the sustained competence and capacity of human resources to enable full spectrum delivery of planned deliverables.
12. **IT Organisational Integration & Effectiveness.**
Take part in the forums and meetings required for integration and problem solving at organisational level as well as the administrative management of the function in line with requirements.

Educational and Experience Requirements

- Master's Degree (4-years of formal tertiary institution studies) majoring in Computer Science, IT Management or similar (NQF 9).
- 10 years relevant work experience with at least 3 years in a senior professional/ managerial role within an IT Management function.

Specific Requirements

- Proven track record of management and coordination of IT functionalities.
- Quick grasp of concepts and theoretical level technical requirements.
- Demonstrated skill in effective IT service provision.
- Capacity to manage performance and monitor implementation of work programs within a significant function or smaller independent organization.
- Ability to resolve conflict.
- Sound knowledge of systems used in statistical environment.
- Sound knowledge of systems in data & data infrastructure management.
- Knowledge of international standards and best practices used in IT implementation & management.
- Familiarity with the challenges & complexities of statistics IT and its integration in general.
- Experience in co-ordination of data processing, structuring and output management.
- In-depth understanding of processes and process management.
- In-depth understanding of IT needs analysis and translation into solutions.
- Leadership and foresight, with an ability to clarify the future and instil trust in others.

Interested candidates may submit their applications in writing, accompanied by a detailed CV and certified copies of relevant educational qualifications as well as certificates of service confirming relevant /appropriate experience to: The Executive: Human Resources, e-mail to hr@nsa.org.na.

"As per Affirmative Action (Employment) Act, Act 29 of 1998; Namibian Citizens from previously disadvantaged groups including persons with disabilities will enjoy preferential treatment"

Only short-listed candidates will be contacted, and no documents will be returned.

CLOSING DATE FOR APPLICATIONS: 29 SEPTEMBER 2023