

POLYTECHNIC OF NAMIBIA

LEADERSHIP | TECHNOLOGY | ENTREPRENEURSHIP | INNOVATION

VACANCIES

BUREAU OF COMPUTER SERVICES

Contact: Ms Fidelle Beukes at tel: +264 61 207 2577 or e-mail: flbeukes@polytechnic.edu.na

Section: PC Support PC Support Officer

Requirements

Grade 12 with a relevant three-year Diploma and three years experience in a PC support environment or Grade 12 with a minimum of five years experience. MCSE and Apple certification with knowledge of Linux will be an advantage. Must be conversant with Windows XP, Windows 7, MS Office, Mozilla Thunderbird & Firefox and Microsoft Server 2003/2008. Network troubleshooting skills and in-depth knowledge of Windows Active Directory. Willingness to work overtime and the ability to perform under pressure.

Job Description

The incumbent will: maintain computer software and hardware; provide support to staff members and students; advise staff members with IT related purchases; maintain servers and computer laboratories.

Section: ITS Systems Support Officer: Integrated Tertiary Software (ITS)

Requirements

A relevant three-year Degree or Diploma or an equivalent qualification with five years experience of the ITS system; vibrant personality and ability to take initiative. Good communication and problem solving skills. Willingness to work overtime and the ability to perform under pressure.

Job Description

The incumbent will assist the Manager: ITS Systems to: maintain the ITS system; train users on the ITS system; communicate with the supplier; provide first level support to all ITS users.

Section: Networks Network Administrator

Requirements

A relevant Degree or Diploma with two years networking experience or Grade 12 with a minimum of four years experience. CCNA, CWNA certification will be an added advantage. Must be conversant with Network Applications Cisco IOS, CATOS, Windows OS, MacOS and Linux networking. Good knowledge of wireless equipment and network monitoring systems. Willingness to work overtime and the ability to perform under pressure.

Job Description

The incumbent will: monitor the status of the network and utilisation; provide network support to staff members and students; configure and install switches, routers, wireless access points and other network equipment; ensure adherence to network policies; maintain network cabling and equipment; install network cabling if required; liaise with cabling and equipment providers and installers.

SCHOOL OF COMMUNICATION

Contact: Ms Doreen Menjengua at tel: +264 61 207 2578 or e-mail: dmenjengua@polytechnic.edu.na

Programme Administrator: Criminal Justice Programme

Requirements

Grade 12 with a relevant qualification in Office Administration or related field; fluent in written and spoken English; experience in student support services; computer literate, (conversant with Microsoft office 2007); valid driver's licence (unendorsed); self motivated, ability to work with people from diverse backgrounds; and sound interpersonal relations.

Job Description

The incumbent will: provide student data to management; verify student detail and data; liaise with ITS Support Staff; provide curriculum counselling to students; coordinate application process for CJS students; coordinate registration of regional and international students; liaise with Faculty and Examination Officers on course amendments, change of address and examination centres; assist with coordination and administration of the out-phasing of the police science programme; liaise with Faculty Officers and ITS Support on CJS CAS marks; revise and update CJS Section of Prospectus; provide information on CJS programmes; facilitate advertisements of new programmes through Office of the Registrar; provide orientation to CJS students; attend to student enquiries and complaints; and develop evaluation instruments to gather and analyse student data on effectiveness of administrative support services.

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

Closing date: 25 August 2010

Date of assumption of duties: As soon as possible

Fringe benefits: The Polytechnic offers competitive salaries and the following fringe benefits: *Pension Fund/Gratuity *Medical Aid Scheme *Annual Bonus *Home-ownership Scheme/Rental Allowance *General Leave Privileges *Relocation Expenses.

Application procedure: Applications in writing, accompanied by a curriculum vitae, giving full details of work experience and three referees, should be submitted to: The Manager: Human Resources, Polytechnic of Namibia, Private Bag 13388 or 13 Storch Street, Windhoek, NAMIBIA, fax +264 61 207 2444, or e-mail: hr@polytechnic.edu.na



Polytechnic of Namibia

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