

# VACANCY



The Namibian College of Open Learning is an educational institution established by an Act of Parliament which provides courses for adults and out-of-school youth.

We are committed to providing wider access to quality educational services for our learners and other customers using a variety of open learning methods.

## NAMCOL IS AN EQUAL OPPORTUNITY EMPLOYER AND INVITES SUITABLE CANDIDATES TO APPLY FOR THE VACANCY

POSITION:	SYSTEMS ADMINISTRATOR
DIRECTORATE:	MARKETING, ENTERPRISE DEVELOPMENT AND ICT
DUTY STATION:	WINDHOEK, KATUTURA (HEAD OFFICE)
REPORT TO:	MANAGER: INFORMATION, COMMUNICATIONS AND TECHNOLOGY
PATERSON JOB GRADE	C4

### JOB PURPOSE:

The ICT Systems Administrator's role is to manage, install, secure, and optimize the organisation's IT systems, ICT infrastructure and provide proactive solutions to prevent system downtime or security breaches. This role also focuses on maintaining and optimizing systems, managing user access, ensuring compliance with cybersecurity protocols, and providing timely support for critical issues.

### KEY PERFORMANCE AREAS:

- System management and maintenance;
- Server administration;
- Cybersecurity and data protection;
- System operations and user access management;
- Documentation and reporting

### REQUIREMENTS:

- A recognised Bachelor's degree in Computer Science, Information Technology, or a related field;
- Minimum of 3+ years in system administration, with a focus on security, systems management, and user support;
- Relevant certifications (CompTIA Security+, CISSP, MCSA, RHCSA, etc.) are an added advantage.

### KNOWLEDGE:

Knowledge of Microsoft Windows Server, Red Hat Enterprise Linux, Ubuntu, HyperV & VMWare, Veeam, Web Technologies and Development, CORBIT and ITIL Principles, ISO, IEEE, Linux Server Administration, Online LMS, MIS Security Management. Planning and Organising, Trustworthy, Flexibility, Sound Work Ethics, Excellent Communication Skills, Confidentiality, Independent, Initiative, Time Management Skills, Attention to detail and Data Accuracy, Analytical and problem-solving skills.

The document in support of the application should contain the following;

- Certified copies of educational and professional qualifications;
- Names and contact details of three (3) references.

**NB:** Foreign qualifications must be certified by NQA

The College offers attractive remuneration supplemented by fringe benefits. Interested individuals meeting the requirements of this position, particularly persons with disabilities and from marginalised communities are encouraged to apply by submitting a résumé and cover letter highlighting their professional background.

Kindly note only shortlisted candidates will be contacted.

**STRICTLY ONLY APPLICATIONS SUBMITTED THROUGH NIEIS WILL BE CONSIDERED. APPLICATIONS SUBMITTED VIA EMAIL OR HAND DELIVERY WILL NOT BE ACCEPTED.**

Telephone enquiries: (061) 320 5235/5263

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The closing date for applications is: **TUESDAY, 09 SEPTEMBER 2025, 16h00**



**TAKING EDUCATION TO THE PEOPLE**