DIRECTORATE: OPERATIONS

DIVISION: INFORMATION COMMUNICATION TECHNOLOGY
SUB-DIVISION: SYSTEMS AND APPLICATION SUPPORT

Post Designation	: **Chief Analyst Programmer Grade 6** (Re-Advertisement)
1x Post	: Windhoek
Salary Scale	: N$ 354, 883 – 424,119
Housing Allowance	: N$17,424 per annum
Transport Allowance	: N$10,512 per annum

Job Summary

The Chief Analyst Programmer's role is to ensure the definition, development, testing, analysing, installing and maintaining new and existing software applications in support of the achievement of both the Commission's Electoral and Corporate business requirements. The Chief Analyst Programmer will conduct research, design, document, and modify software specifications throughout the production life cycle for efficient ICT operations of the Commission.

The position reports to the Deputy Director: ICT

Duties and Responsibilities

The **Chief System Analyst Programmer** is charged with the following duties and responsibilities:

- Technical lead in analysing, assessing and modifying existing or developing new business systems based on the needs of the Commission.
- Define software development project plans, including scoping, scheduling, and implementation
- Facilitate research and collaborate with stakeholders to identify end-user requirements and specifications, conceptualizing and development of new software programs and systems.
- Research, keep up and leverage on emerging Technology e.g. AI, block chain, cybersecurity and others to advance electoral processes.
- Producing efficient and elegant code based on requirements.
- Testing and deploying programs and applications.
- Troubleshooting, debugging, maintaining and improving existing applications and systems.
- Compiling and assessing user feedback to improve systems performance.
- Ensure maintenance of databases, custom designed applications and others.
- Extraction of data and development of reports for Management and end users.
- Manage supplies of software versions, licenses and planning for software acquisitions.
- Write programming scripts to enhance functionality and/ or performance of applications as necessary.
- Develop and maintain systems user manuals and guidelines.
- Developing quality assurance procedures.
- Ensure systems are interoperable.
- Working closely with service provider developers, UX designers, business and systems analysts.
- Train end users to operate new or modified applications and systems.
- Develop and maintain the Commission's website and the intranet.
- Develop technical documentation of systems.
- Performance management of subordinates.
- Supervise subordinates and provide systems advisory to the Commission

MINIMUM REQUIREMENTS:

- A Degree or higher qualification in software engineering/computer science/ business computing or any equivalent qualification at NQF level 7 or higher, plus 5 years of appropriate experience of which 2 years must be at supervisory level. Be proficient in databases, programming and modelling languages.
- A Valid driver's license

ADDITIONAL REQUIREMENTS

On submission of the application, **EACH APPLICANT MUST SUBMIT**:
- Comprehensive curriculum vitae, certified copies of the academic qualifications; Namibian Identify Document;
- Valid certificate of conduct;
- Declaration indicating whether the applicant is active in politics or has a high profile in a political party;
- Able to work long hours and under pressure