



EMBASSY OF THE UNITED STATES OF AMERICA

The Embassy of the United States of America in Windhoek is seeking an individual for the positions of **Systems Manager**.

The incumbent serves as Systems Manager (lead systems administrator) in the Embassy's Information Systems Center. Supervises two (2) systems administrators: including project management, task assignment, and is responsible for overall unclassified network administration. The incumbent reports to the Information Manager Officer (IMO) and Management Officer, as necessary. He / She provides computer support to all agencies subscribed to the ICASS cost center Information Management Technical Support. Support includes LAN administration, hardware, software and network connectivity.

Required Qualifications and skills:

University Degree/ 3 year Diploma in Business Management Systems, Information Technology / Information Systems, or related field

1. Five (5) years' experience in hands-on technical computer support and three (3) years' experience in a supervisory role is required.
2. English Level IV (Fluent) and one local language required. Your fluency in English will be tested.
3. Knowledge of computer hardware and software and LAN maintenance including essential knowledge of Microsoft (MS) ,Windows operating systems (including but not limited to Windows 7 and Windows 2008 server); MS Exchange Server 2010; and MS Office 2010. Ability to obtain CompTIA A+ and Network+ certifications. Good technical skills to diagnose and resolve hardware, software, and IT communications problems; ability to use the Internet to research information, files (e.g. drivers), and assist in troubleshooting efforts is required.

Interested persons should submit a completed DS-174 form (available at the U.S. Embassy reception, 14 Lossen Street, Ausspannplatz or at <http://windhoek.usembassy.gov>) and a current CV to the Human Resources Officer at the Embassy by 17:00 on or before **July 11, 2014**.

Applications may be mailed to P/Bag 12029, Ausspannplatz, Windhoek, or submitted via e-mail to HROWindhoek@state.gov

Only short listed candidates will be contacted. Please submit copies of relevant documents. Applications submitted will not be returned.

Please note that all vacancies within the US Embassy are advertised on the following website: <http://windhoek.usembassy.gov>