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ERONGO RED BUILDING 91 HAGE GEINGOB STREET PO BOX 2925
WALVIS BAY NAMIBIA

VACANCIES

Erongo Regional Electricity Distributor Company (Pty) Ltd, commonly known as Erongo RED is mandated to distribute and supply electricity in the Erongo Region. We are proud to announce that Erongo RED is an equal opportunity employer. Qualified applicants from the designated groups defined in the Affirmative Action (Employment) Act, 1998 (Act 29 of 1998) are encouraged to apply. Preference will be given to women and persons with disability.

MANAGER: ICT

Business Unit: Network Engineering
Paterson Grade: D4
Duty Station: Walvis Bay

Purpose of the job:

- Implementing the affairs of the ICT Section in liaison with the Executive Manager by developing and implementing Information Communication Systems and Technology (ICT) strategies that will optimally support the business plan and strategies, develop and manage a comprehensive ICT capacity that will optimally support and enhance business operations and ensure that the ICT infrastructure/network is reliable, secure, cost efficient, and strategically sound, reflecting the business's needs and best practice in creating value for the company and customers.

Qualifications Required:

- A post-graduate qualification in ICT.
- A post-graduate qualification in Business Management will be an added advantage. NQA Level 8

Preferred Qualification:

- Master's Degree in Information Technology, Information Systems, Computer Science or related field strongly preferred NQA Level 9.

Key Performance Areas:

- Provide input to the annual budget & control costs
- Engage with and ensure satisfaction internal & external stakeholder
- Manages the ICT Section
- Implements strategic imperatives
- Develops ICT strategies and policies
- Develops ICT infrastructure
- Develops disaster recovery plans and ICT security policy
- Develops ICT capacities and infrastructure management
- Strategic advisory services
- Management of ICT information and reporting system
- Manages ICT projects and innovations
- ICT Asset Management
- Professional development and growth
- People and performance management
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Experience:

- A minimum of 8 years working experience of which 4 years was spend at managerial level in ICT systems and infrastructure environment

License Required:

- Code B Driver's License

COMPANY SECRETARY

Business Unit: Office of the CEO
Paterson Grade: D2
Duty Station: Walvis Bay

Purpose of the job:

- To ensure that the Board adheres to corporate principles, relevant compliance frameworks required to safeguard the integrity of Erongo RED and to promote high standards of ethical behaviour.
- Ensure all Board Members are properly inducted and adequately trained to carry out their duties effectively.
- The Company Secretary will be represented permanently on the Board to ensure compliance with sound meeting procedures, Board documentation preparations and governance principles where required.
- To support the CEO, the chairperson of the Board and the chairperson of the Board Committee by, amongst others, arranging for and ensuring presence of members at the Board and Board Committees.
- Responsible for recording and distributing of minutes of meetings, ensure that minutes are accurate and available.
- Provide an advisory and support service role in assisting and advising the CEO and Erongo RED Board to achieve its vision and strategy.

Qualifications Required:

- Bachelor of Commerce Degree in Law or equivalent qualification. NQF Level 7

Preferred Qualification:

- Post graduate qualifications in Law specialization in company and corporate law
- An ICSA (Institute of Chartered Secretaries and Administrators) recognised qualifications

Key Performance Areas:

- Financial management
- Board Remuneration
- Leadership & Advisory Services
- Stakeholder Engagement (Company & Board)
- Facilitating Shareholder Relationship
- Board Services
- Corporate Secretary ship & Strategy Implementation
- Corporate Governance & Compliance
- Board Composition and Procedures
- Company Data/Records Management
- Operational Due Diligence and Reporting
- Performance Management (Board & Self)
- Professional Development & Growth

Experience:

- Five (5) years general business administration experience of which three (3) years should have been in a Company Secretary capacity.

Professional Requirement:

- Associate Membership registration with the Institute of Chartered Secretaries & Administrators (ICSA)

Driver's License required:

- Code B Drivers' License

Applicants who comply with the above-mentioned requirements may submit their CV's plus certified copies of educational qualifications and testimonials to: **Human Capital Division, P.O. Box 2925, Walvis Bay, Contact Details: 064-214 600 or hand deliver at the Erongo RED Head Office, 1st Floor, 91 Hage Geingob Street, Walvis Bay.** Please note that no documents will be returned and no faxed or e-mailed applications will be accepted.

CLOSING DATE: FRIDAY, 05 OCTOBER 2018