

**POSITION: MANAGER: CORPORATE SERVICES**

**DUTY STATION: HEAD OFFICE - OTJIWARONGO**

**PATTERSON GRADE: D3**

Manage and coordinate all key activities within CENORED's Corporate Services function – Information Communication Technology, Fleet Management, Administration and Buildings Maintenance. The incumbent reports directly to the Executive: Human Capital & Corporate Services.

**KEY PERFORMANCE AREA:**

- Competently manage the activities of the ICT function so that CENORED's needs are optimally supported through available information technology.
- Ensure that appropriate policies and strategies are in place that incorporate technological and needs assessments that are optimally suited for CENORED business requirements.
- Ensure that policies and strategies are implemented and that the effectiveness is monitored.
- Ensures that plans are developed to increase ICT effectiveness.
- Maintain a pragmatic approach to infrastructure development that incorporates ICT policies & strategies that supports CENORED's corporate strategy.
- Correctly manage the Disaster/Recovery & IT Security activities.
- Ensure proper management of the record and filing systems.
- Take charge of the procurement of office necessities, furniture, payment of rates and taxes, protection services, courier services, buildings maintenance, garden maintenance.
- Manage the alienation process of obsolete asset through auction annually.
- Safeguard company contracts, agreements and other confidential documents and supervise subcontractors who are appointed to work on CENORED properties.
- Manage operational office spaces for CENORED and the rental contractual agreements where necessary.
- Coordinate the insurance of CENORED properties and assets.
- Develop and implement a Building Maintenance Plan to secure the extended lifespan on all CENORED's properties.
- Manage all administrative tasks relating to the operations of the company.
- Supervise the coordination and maintenance of the corporate cell phone and telephone accounts.
- Competently co-ordinate and manage CENORED's fleet services.
- Manage and control the utilisation, licensing, and investigation of accidents of CENORED pool vehicles.
- Ensure that the Motor Vehicle Workshop is managed competently and ensure coordination of vehicle repairs and maintenance.
- Correctly manage the procurement of vehicle equipment, materials, supplies and parts and correctly maintain equipment and storage facilities.

Company Registration no: 2003/0153

**Directors:** M. Matyayi (Chairperson), K P Iyambo (Deputy Chairperson), R. Kahimise (Chief Executive Officer)  
A. Barlow, V. Gabriel, J. A. /Urib, J. Hangara, A. Mwet, F. K. Kamati,  
B.Mapoha (Legal Compliance Officer/Company Secretary)

**Shareholders:** Tsumeb Municipality, Grootfontein Municipality, Otjiwarongo Municipality, Outjo Municipality, Khorixas Town Council, Okakarara Town Council, Otavi Town Council, Kamanjab Village Council, Otjozondjupa Regional Council, Kunene Regional Council, Oshikoto Regional Council, NamPower



- Supervise subordinates in the daily execution of their duties by delegating tasks, setting priorities, deadlines, and coaching/mentoring.
- Attends to problems and queries such as work priorities, performance discrepancies, indiscipline, etc.
- Implement Performance Management for the division, identify training and development and implement corrective measures where necessary.
- Supports and creates sound working relationships with co-workers / team members to resolve problems.
- Performs any lawful tasks as may be directed by the Executive Human Capital and Corporate Services from time to time.

#### **MINIMUM REQUIREMENTS:**

- B.Sc. or Degree in IT or Computer Science or similar qualifications.
- Five (5) years supervisory experience in design and operation of ICT networks and systems, especially Microsoft and SAP.
- Valid Code 8 driving license.

#### **COMPETENCY PROFILE:**

- Knowledge of computer programming languages.
- Good knowledge of network infrastructure and configuration.
- Sound knowledge of terminal services, file server, web-IIS and MS-SQL.
- Knowledge of SAP, UNIX & ECLIPSE, LINUX.
- Advance computer hardware repair & installation skills.
- Computer hardware & software installations.
- Ability to work effectively under pressure and strict deadlines.
- Excellent oral and written communications skills.

*CENORED is an equal opportunity Employer and previously disadvantaged people are encouraged to apply.*

Interested and qualified applicants are required to submit their applications to:

**Manager: Human Capital & HSE**

P. O. Box 560

Otjiwarongo

Or Email: [fnamupala@cenored.com.na](mailto:fnamupala@cenored.com.na) Or Hand Deliver their applications accordingly

**Closing Date: 16 December 2022 @ 16h30**