

The MVA Fund is a statutory body established to design, develop, promote, and implement motor vehicle accident and injury prevention measures. The Fund provides assistance and benefits to all people injured and dependants of those killed in motor vehicle accidents in accordance with MVA Fund Act, Act 10 of 2007.

IT Technician: Endpoint Support (Paterson Job Grade C3)

The MVA Fund invites applications from suitably qualified, experienced, and competent persons to join its workforce in the following position:

Position: IT Technician: Endpoint Support (Paterson Job Grade C3)
Duty Station: Windhoek Service Centre

The successful candidate will provide IT technical support and guidance to all users and ensure maintenance of computer systems, internet, servers and the repair of computer hardware.

Key Performance Areas:

- Set up and configure computers and peripheral equipment such as printers and scanners,
- Respond to support requests and assist in troubleshooting technology,
- Perform audits and tests computer systems, networks, and hardware to ensure that they are functional,
- Ensure that all software and hardware are up-to-date and updates are installed,
- Perform routine IT maintenance to avoid system outages and failures,
- Perform daily backups for IT systems and ensure backups are stored offsite,
- Keep track and maintain an inventory list of IT equipment,
- Provide technical support to the MVA Fund's Emergency Response Centre on a 24/7 basis,
- Provide training and educate end-users on IT-related equipment or systems,
- Maintain computer networks, system, and hardware documentation,
- Conduct regular branch visits and ensure computers/IT-related issues are attended.

Competencies and Skills Requirements:

Bachelor's degree in Information Technology or Computer Science or equivalent qualification. CompTIA A+, Linux+, or Cisco Certified Network Associate certifications will be an added advantage. Proficiency in computer operating systems, such as MS Windows, MAC OS, and Linux. Minimum of three (3) years working experience in IT environment. Good diagnostic and problem-solving skills. Must have a Code B, driver's license. Code of Conduct, not older than six (6) months.

The MVA Fund is an equal opportunity employer. People with disability emanating from Motor Vehicle accidents are encouraged to apply. Application letter accompanied by a detailed CV and certified supporting documents can be sent or hand-delivered to: **Human Capital & Strategy Unit, Motor Vehicle Accident Fund, P.O. Box 25158, Windhoek** or hand delivered to: **MVA Fund Windhoek Service Center, Church Street, Erf 8730** or emailed to: recruitment@mvafund.com.na

Only short-listed candidates will be notified. No documents will be returned.

Closing Date: Thursday, 06 April 2023 @ 12H00

Contact Person: Marlyn De Kock

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