

VACANCY

The Road Fund Administration (RFA) is a statutory organization established under Act 18 of 1999 to manage the Road User Charging System (RUCS) with a view to secure funding required to achieve a safe and efficient road network in Namibia. In its quest to fulfil its fiduciary responsibilities towards the road network, the RFA herewith invites applications from suitably qualified, experienced, and professional persons for the following position:

MANAGER: ICT DIGITAL AND APPLICATIONS DEVELOPMENT

PATTERSON JOB GRADE – D2

DUTY STATION: WINDHOEK

Purpose of the position:

To direct the functional development of the systems, applications, and automated processes team by coordinating tasks and activities. To provide technical and functional support to all users within the organisation by ensuring that the various ICT applications operations run smoothly. Manage ICT systems and applications to ensure that RFA delivers on its strategic objective.

Key performance areas:

1. ICT Strategic plan and implementation

- Co-ordinate and implement the ICT strategy initiatives

2. Resource Management

- Supervise all the subordinates and their overall performance.
- Identifies & ensures that all subordinates of the division receive the necessary training.
- Submits quarterly information reports on divisional activities.
- Sets performance standards, allocates work, monitors progress and takes corrective action when necessary.
- Supports staff in achieving divisional objectives.

3. Overall ICT Infrastructure Project Management

- Manage and oversee large and/or complex ICT digital and application projects.
- Manage and oversee ICT infrastructure, digital transformation and application development projects.

- Develop project scopes, budgets, resource plans, schedules, and communication plans.
- compliance with quality, governance, and risk management requirements.
- Establish and monitor project performance indicators and quality metrics.
- Collaborate with internal and external stakeholders to ensure project objectives are achieved.
- Identify, assess and mitigate project risks to ensure successful project outcomes.
- Prepare and present project status reports, recommendations and implementation updates to management.

4. Strategic Engagement

- Manage relationships with all stakeholders.
- Ensuring change impact assessments are done and stakeholders are involved to measure the impact that ICT changes had / will have on the overall business results.
- Provide specialist support by ensuring that one's understanding is aligned with the required principles to meet or exceed customer expectations.

5. Manage and administer ERP and other digital applications

- Identify new areas on an ongoing basis where digital platforms can be leveraged.
- Manage the digital applications and review them periodically.
- Error identification, investigation, and resolution –
- Edit and customise the digital applications.
- Manage permissions – restrict and revoke access as required.

6. Design, direct and coordinate all Digital applications within RFA.

- Develop a roll-out plan for new applications and scheduled upgrades.

- Manage administrative activities, including purchasing and installing related application configurations.
- Manage incidents to find solutions to address issues related to applications.
- Develop and maintain system documentation and procedures that include:
- User Training on new systems and applications.

7. ICT Security and Governance Compliance.

- Implementation and update of ICT policies and procedures.
- Oversee all department procurement requirements in compliance with the Procurement Act.
- Evaluating all ICT-approved bids
- Draft contracts for consultants before they get revised by legal.
- Assist with drafting the ICT strategy per the RFA strategic plan.
- Identify strategic and operational risks, impacts, and mitigation plans for ICT.

8. ICT Digital Application and security systems: Manage and administer ERP and other digital applications

Oversee/ Manage:

- Application and System availability
- Application and System Administration
- Technical support
- Application and System Disaster recovery and continuity
- System availability

Qualification Requirements:

- A Bachelor's Degree in Software Development or Computer Science. NQF Level 7.

Experience and special knowledge requirements

- A minimum of 7 years of relevant working experience.
- A minimum of 3 years must have been at the supervisory level.

- Project Management will be an added advantage.

Skills and Knowledge

- Business and IT strategies
- Business processes
- Oracle database administration
- Software development skills
- Project management

Enquiries: Ms. Poulletter Mahua on 061 433 3059

Closing Date for applications: Friday, 31 July 2026 at 17H00

How to apply:

All applications should be addressed to the Manager: Human Capital, Road Fund Administration, Private Bag 13372, Windhoek, by the date and time shown above, and should be accompanied by a cover letter, a detailed Curriculum Vitae, certified copies of qualifications, employment references, and particulars of current and previous employment.

All supporting documents must be uploaded as a single consolidated PDF; applications submitted without the required supporting documents will not be considered.

Only shortlisted candidates will be contacted. Hand-delivered or faxed applications will not be considered. Please submit the application via the Trending Talent Recruitment Portal [Click Here](#) or scan the QR code:



NB: Persons with disabilities are encouraged to apply.