



**JOIN THE ABLE TEAM AT THE HEALTH PROFESSIONS COUNCILS OF NAMIBIA  
(HPCNA)**

The Health Professions Councils of Namibia comprises of five Councils established under the following Acts:

- Allied Health Professions Councils (Act No 7 of 2004)
- Medical and Dental Council (Act No 10 of 2004)
- Nursing Council (Act No 8 of 2004)
- Pharmacy Council (Act No 9 of 2004)
- Social Work and Psychology Council (Act No 6 of 2004)

**The Primary responsibilities of the Councils are to regulate the education and practice of the Healthcare Practitioners in Namibia.**

**1. VACANCY: INFORMATION TECHNOLOGY (IT) TECHNICIAN**

Applications are invited from suitable qualified Namibian citizens for the above-mentioned position.

**PRIMARY PURPOSE OF THE JOB:**

To provide IT related support to the HPCNA.

**MINIMUM ACADEMIC QUALIFICATIONS REQUIRED:**

- An accredited Diploma in IT or equivalent qualification at NQF level 6

### **MINIMUM SKILLS AND EXPERIENCE:**

- At least three (3) years' experience in networks and operating systems
- A Code B Driver's License

### **KEY PERFORMANCE AREAS**

- Assist the users of the database system in troubleshooting system errors.
- Assist in setting up and maintenance of the communication networks (LAN and WAN) of the HPCNA.
- Assist in updating the operating systems with latest release patches (servers and workstations).
- Perform root cause analysis of problems identified and institute appropriate solutions.
- Carry out installation, upgrading, configuration and connection of workstations, and printers to the organisation's network and print server.
- Provide day-to-day support and maintenance of computer security systems.
- To test, load or install software applications and check their functionality according to specifications.
- To guide the users on the basic features of the software applications and identify training needs.
- To administer the database system, e-register, and website.
- Adding new professions to the data base, controlling users access permission and uploading new contents.

## **OTHER REQUIREMENTS**

The successful applicant will be expected to sign a confidentiality declaration.

## **2. VACANCY: RECORDS MANAGEMENT CLERK**

Applications are invited from suitable qualified Namibian citizens for the above-mentioned position.

### **PRIMARY PURPOSE OF THE JOB:**

To assist the HPCNA with the recording and safe keeping of data.

### **MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIRED:**

- An accredited Diploma in Records and Archives management or equivalent qualification on NQF level 6
- Experience in records and archives management will be an added advantage.

### **KEY PERFORMANCE AREAS**

- Keep approved files as per records management policy.
- Receive new information from clients and keep files updated.
- Ensure that files are kept in good condition.
- Do regular spot-checks on files for incorrectly placed documents, incorrect order of documents, general tidiness and orderliness of files and their contents.
- Retrieve requested files and record them in the stock movement register.
- Verify the returned files for completeness and receive them back on the register.
- Participate in the development and review of the records management policy.

## OTHER REQUIREMENTS

The successful applicant will be expected to sign a confidentiality declaration.

**Salary Package:** The HPCNA offers a competitive salary package, pension, medical and housing grant as well as other fringe benefits which include adequate leave and annual bonus.

**Enquiries:** Mr. T. Haipeto, Tel: 061 – 245586: email: [thaipeto@hpcna.com.na](mailto:thaipeto@hpcna.com.na)

Application form can be obtained from the website [www.hpcna.com.na](http://www.hpcna.com.na) under the form tabs

Only hand delivered or couriered application form and with supporting documents will be accepted.

Applications should be directed to: The **Registrar, HPCNA, Private Bag 13387, Windhoek.**

**Closing date:** Friday, 18 March 2022

NB. ***No faxed or emailed applications will be accepted***, only short – listed candidates will be contacted, and no documents will be returned to the applicants. Foreign qualifications should be accompanied by Namibia Qualifications Authority evaluation.