

INTERNAL AND EXTERNAL ADVERTISEMENT

Gauteng Enterprise Propeller (GEP) is Schedule 3C Provincial Public Entity established under the auspices of the Department of Economic Development with a view to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in the Gauteng province

THE GEP INVITES INTERESTED AND SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITION:

SYSTEM ADMINISTRATOR: ONE (1) YEAR FIXED TERM PERFORMANCE CONTRACT)

Head Office

Reporting to the Manager: Information and Communications Technology

The System Administrator will manage, maintain and support, and enhance business applications and ICT systems as well as to analyse, conduct impact analysis, estimate and design changes or new functionalities in order to deliver the required quality business functionality. System Administrator will assist in ensuring compliance for ICT policies and other industry prescripts affecting GEP systems.

KEY RESPONSIBILITIES:

1. Provide Business Application Support and Maintenance

- Administer application and provide technical expertise in development and execution of all business systems.
- Coordinate with business system owners and prepare technical reports for audit and management, training materials and documentations for end users.
- Organize regular research projects for new technologies and fit them into organization.
- Collaborate with developers and vendors to secure infrastructure being used for end-user needs and ensure achievement of all business objectives.
- Review vendor and third parties service level agreement, recommend service improvements and enforce, monitor, and report on implementation of recommended actions.
- Schedule and perform business applications check and quality assurance to minimise risks of confidentiality, integrity, and availability.
- Initiate and manage business systems changes, configurations, and patch management.

2. Provide Server Administration

- Investigates, troubleshoots and resolves escalated incidents and problems as per the relevant ICT policies and procedures.
- Resolves all server hardware incidences and problems.
- Follows up on resolution of calls escalated to third parties
- Assists in the effective resolution of data errors relating the server (Hardware and/or software).
- Provides support within the allocated time frame as per ICT policies and procedures.
- Ensures that data backups are run consistently and resolve deviations as per the ICT Disaster Recovery Plan and Backup Procedures
- Manage all Server Configurations activities as per the Configurations Management procedure

JOHANNESBURG OFFICE

7th Floor, 124 Main Street,
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Telephone: 011 085 2002
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HEAD OFFICE 6th Floor, 124 Main Street, Johannesburg, 2107 | Telephone: 011 085 2001 | Fax: 011 388 4010 | Website: www.gep.co.za

BOARD

Ms. L Mphahlele (Chairperson), Ms. P Mangcu (Deputy Chairperson),
Mr. S Zamxaka (Chief Executive Officer), First Corporate Secretaries (Company Secretariat),
Ms. D Maithufi, Mr. L Marincowitz, Mr. K Mogotsi, Ms. B Mahlutshana,
Mr. D Golding, Mr. T Rasenyalo, Mr. S Mkhize, Ms. N Mufamadi, Ms. D Maphanzela

3. Security Administration

- Monitors capacity, performance, security, and system health daily.
- Reviews, evaluates, and recommends new tools, technology and products, both software and hardware, for the enhancement of the computer system.
- Performs updates or install new software and hardware versions on existing hardware / software.
- Ensures that all system requirements are identified and met prior to installation.
- Downloads the latest anti-virus patches to prevent malware and spyware.
- Conducts audits on ICT system, make recommendations

4. Infrastructure Support and Maintenance

- Conducts administration of the network in Head Office and Regional Offices.
- Monitors network performance to ensure optimum response.
- Monitors network security to ensure ongoing protection.

REQUIREMENTS

Minimum Qualification:

- NQF level 6 Qualification in Information Technology/Information Systems
- Any of the following technical qualifications
 - CISCO qualifications (Cisco Certified Technician (CCT) and Cisco Certified Network Associate (CCNA)
 - Comptia Qualifications (CompTIA IT Fundamentals+ (ITF+), Comp TIA A+, CompTIA Network+, and CompTIA Security+
 - Microsoft Certified Qualifications (Microsoft 365 Fundamentals, Microsoft Technology Associate (MTA), Microsoft Certified Solutions Associate (MCSA), Microsoft Certified Solutions Expert (MCSE), Microsoft Solutions Developer (MCSD), Microsoft Office Specialist (MOS), Microsoft Certified Engineer, Microsoft Technology Associate (MTA)
 - PMI Certified Associate in project Management (CAPM)
 - ITIL Qualification.

EXPERIENCE

- Three (3 years) experience in a similar role
- Five (5) years plus experience in ICT.

COMPETENCIES / SKILLS

- Understanding of Server Installation, Server Roles, Active Directory, Storage, Server Performance Management, and Server Maintenance.

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- Networking Skills
- Software Development Life Cycle (SDLC)
- Technical Skills
- Configuration of Local Area Network and Wide Area Network
- Business Systems administration skills
- Sustaining network integrity, server deployment, and security

Please forward detailed, updated CV accompanied by a cover letter relating how your experience matches the position.

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks will be done on successful candidates. Suitable applicants must e-mail detailed, updated CVs to: systemadmin@gep.co.za, with subject being the position applied for, by no **later 10 November 2021 at 17h00**. Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful. GEP reserves the right to fill or not to fill this position.

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