INTERNAL AND EXTERNAL ADVERTISEMENT ONLY

Gauteng Enterprise Propeller (GEP) is a Provincial Government agency established under the auspices of the Department of Economic Development, to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in Gauteng

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

Systems Administrator
Annual Total Package (R 668 555.34 – R 785 553.60)

Purpose of position

To develop, maintain, and provide technical support to any ICT related issue by ensuring high quality ICT support services to end users and business units through implementation of sound, effective and efficient Information Technology service delivery processes.

Key Responsibilities

- Investigates, troubleshoots and resolves escalated incidents and problems.
- Resolves all PC and laptop hardware problems.
- Follows up on resolution of calls.
- Connects users to the Internet and Intranet.
- Assists in the effective resolution of data errors relating the IT Hardware and/or software.
- Monitors capacity, performance, security and system health on a daily basis.
- 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
- Identifies the need for an upgrade and make recommendations to the Manager
- Conducts audits to verify the allocation of IT hardware.

- Runs daily backups to secure information for GEP.
- Monitors and maintains data patterns to stay up to date with current versions.
- Resolve backup issues to ensure smooth running of business.
- Monitors network performance to ensure optimum response.
- Monitors network security to ensure ongoing protection.
- Conducts server maintenance

Minimum Requirements

- National Diploma in Information Technology (NQF 6)

Any of the following technical certifications or qualification

- 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.
- Three (3) Years' experience Information Technology

Competencies (Knowledge, Skills and Attitudes)

- Adherence to ITSM principles
- Adherence to ITIL principles Problem solving ability
- Maintenance
- Policies and Procedures
- Confidentiality
- Technically Inclined
- Tact
- Critical Thinking
- Customer Focused

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: **systemsadministrator@gep.co.za,** with subject being the position applied for, by no later than **29 October 2024 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 not to fill this position.