K W A Z U L U - N A T A L
SHARKS BOARD
Maritime Centre of Excellence

INTERNAL/EXTERNAL ADVERT
IT SYSTEMS ADMINISTRATOR
<u>**THREE YEARS (3) FIXED TERM CONTRACT**</u>
PATTERSON JOB GRADE C2: REF NO: ITCS24/04
R 353 018 CTC PER ANNUM ALL INCLUSIVE

Reporting to the IT & Records Manager in the Corporate Services Division, applications are invited from suitably qualified candidates for the **IT Systems Administrator**.

Minimum Requirement & Job Competences:

- Matric & National Diploma/Degree in Information Technology
- Advanced Computer Literacy
- Microsoft Office365 administrator
- ITIL foundations
- At least 3- 5 experience IT experience is required (hardware and software)
- Understand computing platforms, security and network hardware;
- High level knowledge of storage, server, and hosting facilities management; VMWARE, HYPERV
- A pro-active attitude, a very good communicator
- Good planning and organization skill

Main Duties: Main Duties (this is a brief summary and does not include all responsibilities assigned to the position**):**

- Maintenance for all IT hardware & Software
- Coordinate IT projects in line with the KZNSB's IT strategy
- Planning IT Processes and Adherence to IT Policies, and IT Auditing Experience
- Monitor security of all technology
- Input and maintain IP addresses
- Manage and maintain all company backups and escalate to the IT Manager if issues cannot be resolved.
- Checking daily backups, all system interfaces, server hardware and logs
- Server Updates and all computer updates Patch management
- Resolve network connectivity/network performance-related issues.
- Provide orientation to users of existing technology
- Ability to learn quickly and implement new technologies and concepts to deliver as required.
- System monitoring
- New accounts set-up and active directory administration
- Design new computer systems and ensure server performance
- Run reports on system performance for team and wider organisation

- Optimise processes and lead process improvement
- Manage staff and user credentials and frameworks
- Coordinate and provide support for Firewall and network system
- Ensure systems are secure and protected from breaches or viruses
- Risk mitigation planning

<u>How to apply:</u>

Interested applications are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. For all enquiries, please contact recruitment@shark.co.za. The application should clearly state the position applied for and the corresponding reference number.

Closing date: 3rd May 2024

*No late applications will be considered. Correspondence will only be limited to shortlisted candidates. Should you not hear from us within 8 weeks days after the closing date, please consider your application to have been unsuccessful. **Selection will be made in terms of the entity's employment equity targets**. We reserve the right not to proceed with this application process. All shortlisted applicants will be subjected to pre-screening assessments.*

"APPLICATIONS FROM PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY"

IT SYSTEMS ADMINISTRATOR