DEPARTMENT OF STRATEGIC SUPPORT SERVICES

SECTION: INFORMATION & COMMUNICATION TECHNOLOGY

SYSTEMS ADMINISTRATOR

SALARY: R215 040.00 T11

Job Purpose: Ensure no disruption of critical systems and overseeing computer room operations, physical security, facility management, hardware and equipment maintenance, monitoring and administration of servers.

Duties: To ensure optimal performance and uptime of all servers and IT systems; Managing, tracking and administer Information Technology Assets; Ensuring that the Server room is running at its optimal performance with minimum down time; Provide essential patches and security updates to all computers and servers in the network; Comply with the councils IT security requirements; Provide access control and effective time and attendance registering; Maintain accurate up to date general information for future use; Training that will empower users to function independently; Hardware installation/Maintenance/Software installations – in the absence of the ICT Support Officer; Facilitate the smooth running of the IT operations.

Requirements: MCITP/MCSE; VMware; Code B driver’s licence; Proficient in the use of Microsoft servers, Active Directory and Domain Services; Strong problem solving skills; Working knowledge with VMware; Working knowledge with SAN; Working knowledge with databases; Familiarity and knowledge of security administration best practices; Good interpersonal and communication skills; Be able to work in a team environment but also independently; Good Afrikaans/English skills; Attention to detail; Supervising skills; Ability to plan and organize work as well as meet schedule commitments; Ability to train and mentor other team members.

Experience: 2 years’ relevant experience

To apply in assured confidence, please send your Application form, CV, certified copies of qualifications and covering letter (including details of at least 3 contactable referees and the relevant reference number) to The Human Resources Manager, Breede Valley Municipality, Private Bag x3046, Worcester, 6850, or email to jobs@bvm.gov.za. For enquiries contact the Human Resource Office - Liezel Alberts at 023 348 4961.

All applications should reach us by 02 December 2016 before 15:15
The Municipality is an Equal opportunity employer and as such will observe the requirements of the employment equity act and its EE plan. Females and People with Disabilities are encouraged to apply.

Please note that * No late applications will be considered * No faxes will be accepted * If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful * Candidates wishing to have their CV’s returned should provide a self-addressed envelope with the required postage stamps * Canvassing with Councilors or any other decision-maker is not permitted and proof thereof will result in disqualification * Fraudulent qualifications or documentation, will immediately disqualify any applicant