

ICT ADMINISTRATOR

National Prosecutions Service

SALARY: R 376 596.00 per annum (Excluding Benefits) (Level 9)

CENTRE: DPP: Mpumalanga Recruit 2021/623 (Re-advert)

REQUIREMENTS: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Industry related qualification such as MCSE, MS SQL will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three years working experience in an IT environment. Knowledge of Microsoft Windows server 2012, Wide Area Network and User Administration, Active Directory 2012, Exchange 2010, Information Technology Infrastructure Library. LAN Administration. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able to work in a team and independently. Knowledge of Microsoft Office. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Reliable, tolerant and determined. Valid driver's license required.

DUTIES: Manage and monitor network connectivity and servers. Provide support on Window Operating Systems and servers 2012 and MS Exchange client 2010. Ensure data is backed up on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT problems and resolution. Keep website and intranet updated. Keep abreast of ICT and maintain library of information. Provide general end-user and VIP support. Liaise with third parties towards resolution of technical issues. Manage network security and performance. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Oversee file management on centralized resource or on individual workstations. Monitor network and system performance. Provide administrative support to all ICT related issues. Prepare technical reports on the operation of systems. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed.

ENQUIRIES: Tebogo Mashile 013 045 0686

APPLICATIONS: e mail Recruit_2021623@npa.gov.za