



EXTERNAL JOB VACANCY

DATE ADVERTISED: 8 March 2019
POSITION: IT Systems Administrator
LOCATION: Head-Office - R21 Corporate Park, Irene, Centurion
CLOSING DATE: 15 March 2019 @ 14h00

Requirements:

1. Qualifications

- Relevant degree in Computer Sciences
- A+,N+ Certification, (Security + would be beneficial)
- ISO27001 certification
- Cisco Certified Network Associate

A competency based assessment will be conducted as a prerequisite to the interview

2. Experience

- Minimum of 10 years' experience in IT/management role

3. Other requirements

- Valid driver license with own vehicle and be able to travel
- Clear criminal and ITC record

4. Job Competencies

- Comprehensive understanding of concepts, IT governance principles
- Functional Knowledge of Core Infrastructure, LAN and WAN Infrastructure
- Functional knowledge of Switches and Routers
- Leadership – full management of a department
- Knowledge of Delphi, Unix, Informix & Java is advantageous
- Be able to perform at a high standard with attention to detail
- Excellent communication skills
- Conceptualization

5. Key Performance Areas

- Management of the full IT function of TRAC, ensuring that all IT operates smoothly
- Negotiate SLA's with service providers in the interest of TRAC IT
- Management of contracts and service providers relating to the IT environment
- Approve / reject all change requests within the IT environment
- Escalate system outages to relevant service providers and ensure resolution within SLA time frame
- Compliance with all IT policies and procedures, ensuring integrity and security of network and systems at all times
- Keeping updated all network diagrams
- Ensuring continued annual compliance of Payment Card Industry Data Security Standard (**PCI DSS**)
- Ensuring Business Continuity Plan is reviewed bi-annually and kept up to date with the operational environment
- Assessing redundancy of all IT systems, and implement remediation plans in line with budget
- Review TRAC IT security monthly, and address any security risks
- Ensure all software within the TRAC environment is legally licensed and updated with the latest security patches at all times
- Annual budget preparation for IT department
- Monthly reports to direct manager, quarterly reports to the TRAC Board
- Management of all staff in the IT department

**The incumbent will need to be able to fulfill the above key performance areas:
(This list is indicative of the role, but fulfilling the role is not necessarily limited to this list)**

Applicants who comply with the above requirements may forward a detailed CV (with contactable references); a letter of motivation and copies of their qualifications if they wish to be considered for the position via email to hr@tracn4.co.za on or before the closing date. Kindly insert the position you are applying for in the subject line.

If you have not been contacted within 2 weeks of the closing date as mentioned above, kindly deem your application to be unsuccessful.

All personal details and qualifications will be verified through the National Verification Agency and a Social Profiling assessment will be done.