

# ICT Systems Administrator

REF: GEMS0138



The position of **ICT Systems Administrator** is vacant at Government Employees Medical Scheme (GEMS). The **ICT Systems Administrator** will report directly to the **Senior Manager: Infrastructure Services and Operations** and forms part of the Information and Communication Technology Division. The position is based at Head Office in Pretoria.

The total remuneration package for this position is R454 491.00 per annum (cost to company) negotiable based on qualifications and experience.

The **Systems Administrator** will be required to provide support to the Senior Manager: Infrastructure Services and Operations through the implementation of the following **Key Performance Areas (KPA's)**:

- Perform daily backup operations, ensuring all required file systems and systems data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary.
- Install, configure and administer the operating systems and services on Windows server systems.
- Identify user needs.
- Set up and maintain user account, set up security policies for users.
- Perform daily systems monitoring, verify the integrity and availability of all hardware, server resources, systems and key processes, review systems and application logs and verify completion of scheduled jobs as backups.
- Plan and implement event monitoring and alerting for servers and services.
- Perform data backups and disaster recovery operations.
- Plan and implement disaster recovery process and business continuity procedures for re-establishing servers, databases.
- Operating systems and other ICT infrastructure services in the event of a disruption, both minor and catastrophic.
- Develop instructional materials and provide training for installed hardware and software.
- Research new technology and recommend its implementation.

#### **Qualification requirements are:**

- Three-year National Diploma or NQF Level 6 Qualification in Information Technology or related.
- Minimum of three years' experience working in an ICT environment, providing systems administration services.
- Good understanding of hardware (file servers, networked data storage, data communication devices such as routers, firewalls, switches, hubs, wireless, access points, etc).
- Experience in server operating systems, workstations operating systems, enterprise information systems, service applications (email, service desk, etc), network authentication and security utilities, disaster recovery systems and network management and monitoring applications.
- Must have a strong grasp of computer security (e.g. firewalls and intrusion detection systems).
- Strong analytical and problem-solving skills.
- Ability to prioritise and control workload.
- Self-motivated with the ability to prioritise, meet deadlines and manage changing priorities.
- Proven ability to be flexible and hard working, both independently and in a team environment.
- Excellent computer literacy and MS Office skills.
- Experience in the healthcare funding/medical scheme industry will be an added advantage.
- Excellent communication and writing skills.
- Must be a self-starter.

**Should you be interested, please apply by emailing your Word format CV to [gems@oceanahrp.co.za](mailto:gems@oceanahrp.co.za).**

**The closing date for applications is 08 December 2017.** Should you not hear from us by 31 January 2018, please consider your application unsuccessful.

GEMS employs people with the highest level of integrity – submission to the appropriate pre-employment assessment is obligatory to be considered for the position.