



Career Opportunity

JOB DESCRIPTION

Job Title	Server/Network Admin
Reference	EC103
Division	Technical
Function	Technical
Report To	Service Delivery Manager: Bethusile Shiba
Company	Afrocentric IP (Pty) Ltd
Location	Eastern Cape

JOB PURPOSE

Maintain the computer networking system in an office environment by tracking server activity, performing upgrades of software, maintaining computer hardware, addressing questions about technical problems, and improving efficiency by evaluating system network functions.

KEY DIMENSIONS (SCOPE) APPLICABLE TO THE JOB

1. Installing and configuring computer networks and systems
2. Identifying and solving any problems that arise with computer networks and systems
3. Consulting with clients to specify system requirements and design solutions

FUNCTIONAL COMPETENCIES

1. Good interpersonal skills including willingness to assist communication and follow up.
2. Computer literate
3. Time management and organisational skills, willing to work flexible hours
4. Initiative and problem solving.
5. Ability to cope in a pressured environment.
6. Critical thinking
7. Pay attention to detail
8. Great Reporting writing skills
9. Be outspoken
10. Excellent reading skills
11. Analytical thinking

GENERAL RESPONSIBILITIES

1. Performing administration and maintenance of the departmental infrastructure in order to ensure operational performance, capacity, and implementation of future technology infrastructure strategy
2. Planning, directing, and coordinating the design, installation, and connectivity of computer systems and network infrastructure across multiple operating system platforms
3. Managing and ensuring effectiveness of security solutions, including firewalls, anti-virus solutions and intrusion detection systems
4. Ensuring that the production and disaster recovery data centers, network and all associated technology services and infrastructure operate efficiently, perform within agreed targets and deliver a secure platform for the organisation to carry out its business
5. Responsible for delivering support within agreed SLAs and to a high degree of customer satisfaction
6. Managing implementation of identified projects based on a broad and detailed knowledge of current and emerging technologies and to provide technical input into projects undertaken by or impacting on the department.
7. Maximize network performance by monitoring resources
8. Troubleshooting network problems and outages, and scheduling upgrades
9. Enhancing network security by establishing and enforcing policies, defining and monitoring access
10. Plan, install, configure, update, and monitor network, devices, and applications
11. Configure and set up computing and networking equipment



12. Basic configuration of routing and switching equipment.
13. Basic configuration of hosted IP voice services
14. Basic configuration of firewalls
15. Upgrading data network equipment to the latest releases
16. Establishing the networking environment by designing system configuration, directing system installation, defining, documenting and enforcing system standards

QUALIFICATIONS, EXPERIENCE, SKILL & KNOWLEDGE

1. Qualifications:

- University degree/College diploma in the field of computer science and/or information technology

2. Experience:

- 2.1 Minimum of 3-5 years' experience as a technician
- 2.2 IT background will be an added advantage

3. Skill & Knowledge

- 3.1 MS Office(MS Word, Excel, PowerPoint, Access, Project)
- 3.2 Communication
- 3.3 Presentation skills
- 3.4 Problem- Solving
- 3.5 Lead Generation
- 3.6 Sales Target
- 3.7 Soft skills

PLEASE EMAIL CVS TO: hr@afrocentricip.com



General Terms and Conditions:

1. Whereas the above will be expected from you, Afrocentric IP Services will provide you with the necessary tools and guidance for you to achieve your objectives where required. Your responsibilities are governed by Afrocentric IP business' requirement for efficiency, effectiveness and excellence in the provision of IT Consulting- Business Continuity and Information Security.
2. Your job description/profile may due to the operational requirements and or customer requirements be altered from time to time and this will be communicated to you in time where it realistic and practical. And should a need arise for you to provide assistance outside your job description/profile you will be expected to perform such duties subject to consultation.
3. Your role will be governed by the principles of continuous allocation of sites and clients to work in as identified or based on the requirement to provide a service in Gauteng and outside Gauteng Province.