Location:	Centurion
Division:	ESS
Date last modified:	December 2023
Reports to:	Specialist: Applications
Nature of employment:	Permanent
Total Guaranteed Pay:	Market related

[SYSTEMS ADMINISTRATOR]

The main purpose of this role, not limited to:

1)   Ensure the stability, integrity, and efficient operation of all the TCTA's information systems that support core business functions.

THE KEY PERFORMANCE AREAS OF THE ROLE IN FOCUS, ARE:

1.   SYSTEM ADMINISATRTION

- Ensure high availability of systems and services to the external and internal user community.

- Ensure a high level of security of the systems, services, and 3rd party applications to comply with security standards.

- Enable user self-provisioning by leveraging technologies in the infrastructure for higher customer satisfaction.

- Follow business processes to ensure data availability and integrity.

- Co-ordinate internal and external resources to ensure that necessary maintenance is performed to ensure the reliable operation of systems and business continuity.

- Audit user activities and data selection to comply with audit criteria and security policies.

- Conduct growth analysis and capacity planning to ensure optimal availability and use of resources.

- Identify if there is a shortcoming on the system, spec it, test it, train others, and roll out the new improved system.

- Ensure successful integration and maintenance with 3rd party systems to ensure system availability.

- Ensure that necessary documentation is created and available to ensure business continuity.

- Set-up and manage output devices including the administration of output management utilities.

2. PROVIDE TECHNICAL SUPPORT

- Performs on-site and remote technical support.
- Provides system support.
- Transfers applicable skills to the IT team and end users.
- Troubleshoots problems reported by users.

3. ADVISES ON CURRENT AND FUTURE ICT NEEDS

- Performs periodic performance reporting to support capacity planning.
- Evaluate, tests, and recommend appropriate systems for TCTA.
- Make recommendations for new systems.

MINIMUM REQUIREMENTS

- Diploma in Information Technology (or related)
- Minimum of 5 years experience in the role of a System Administrator
- 3-5 years Experience in Oracle System

Please email your CV accompanied by Cover Letter to careers@tcta.co.za the subject should be the position title. For enquiries, please contact Ms Nangamso Magocoba on nmagocoba@tcta.co.za.

TCTA's approved Employment Equity Plan and Targets will be considered as part of the recruitment process. As an Equal Opportunities employer, the organisation actively encourages and welcome people with various disabilities to apply;

If you have not been contacted within 30 days after the closing date, please accept that your application was unsuccessful.

All appointments shall be subject to Competency Assessments.

A detailed job profile is available on request.

Closing date: 27 February 2024

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