



MIS Specialist

CAREER OPPORTUNITY

An exciting opportunity exists for an MIS Specialist to join the IT Department. This position is based in Centurion.

JOB DESCRIPTION

Duties and Responsibilities:

General responsibilities include the following:

- Perform hands-on technical and operational work to write new reports, run existing reports, perform basic database administration and other housekeeping tasks;
- Ensure that data is received on time from the transaction processing systems;
- Ensure that reports meet business requirements;
- Ensure that reports are delivered on time and in line with SLAs;
- Ensure that reports are properly balanced compared to data from the transaction processing systems, that variances are properly investigated on a weekly and monthly basis (depending on report type) and that checks are done for reasonableness;
- Provide supporting data to the Portfolio Analysis team.
- Adhere to policies, processes and standards in general and specifically for information security, Keep current with trends in the IT industry as well as the short-term insurance industry, and stay up-to-date with compliance requirements.

Special working conditions:

- "On call" availability via phone, SMS or WhatsApp;
- Frequent after-hour work in the evenings and on weekends, for example to attend to urgent work. Most of these activities can be performed remotely;
- Occasional travel to Gauteng-based customers and business partners;
- Open plan office.

QUALIFICATIONS AND EXPERIENCE

Qualification

Minimum Requirements:

- A post-matric qualification (e.g. a bachelor degree) majoring in subjects related to information technology;
- Evidence of training in Microsoft SQL Server, e.g. certification.

Preferably the following in addition to the above:

- Certificates and/ or diplomas related to financial services and preferably short-term insurance;
- Training in statistics and/ or accounting.



Work Experience

Minimum Requirements:

- Two years working experience with reporting from SQL Server;
- Two years working experience in the financial services industry.

Preferably:

- At least two years exposure to the short-term insurance industry;
- Hands-on involvement in a financial transaction processing system and/ or reporting system.

TECHNICAL COMPETENCIES

Minimum Requirements:

- Good knowledge of SQL Server;
- Demonstrable knowledge of software development life cycle models;
- Good knowledge of technology environments;
- Above-average knowledge of Excel (including macros);
- Strong appreciation of information security concepts.

Preferably in addition to the above:

- At least a basic knowledge of database administration;
- Proven ability to work with databases and exposure to Business Intelligence tools;
- Some programming experience, e.g. in the Microsoft Visual Studio framework.

ATTRIBUTES

Attributes required for the position include but are not limited to:

- Good with numbers;
- Utmost attention to detail;
- Ability to stay focused, prioritise and execute tasks in a high-pressure environment;
- Enthusiasm, self-motivation, energy, "can do" attitude;
- Collaborative approach and ability to maintain strong personal relationships at all levels;
- Willingness and ability to share knowledge;
- Innovative approach to problem solving;
- Strong customer service orientation;
- Ability to understand business issues related to the financial services industry and to deliver solutions accordingly;
- Committed to meeting deadlines.

ABOUT THE COMPANY

Applicants must have the following:

- Clear ITC
- Clear criminal record
- Excellent previous employment references.

Qualified applicants are invited to apply by sending a CV to: norne.naude@brolink.co.za on or before Monday, **11 March 2019**.

Please note that this appointment will be made according to the company's Employment Equity targets and strategy.