



## System Administrator

### CAREER OPPORTUNITY

An exciting opportunity exists for a System Architect to join the IT Department. This position is based in Centurion.

### JOB DESCRIPTION

#### Duties and Responsibilities:

This position is for the team referred to as "Brolink Operations" which has 6 team members.

The databases are presently mostly based on UniVerse. Windows SQL Server will become more important in the future.

In general, the duties and responsibilities of the System Administrator include the following:

- Perform recurring database administration tasks (especially in the UniVerse database);
- Perform regular capacity management regarding the insurance systems to ensure there are enough hardware resources including disk storage, memory and processor;
- Ensure that system resources are efficiently allocated to the various systems including virtual machines;
- Ensure software patches are up-to-date;
- Schedule batch jobs for automated execution;
- Check execution of batch jobs and do first level troubleshooting;
- Check system parameters before month end processing takes place;
- Perform integrity checks on the insurance systems;
- Schedule and coordinate month end processing tasks;
- Check automated software updates through the software development life cycle (from development, internal testing, UAT to production);
- Manage system performance;
- Troubleshoot operational issues, e.g. system response times;
- Assist with root cause analysis when operational problems occur;
- Ensure information security is maintained at operating system and database level;
- Collate and provide information needed by auditors in connection with system audit trails and general information security;
- Prepare the environment for disaster recovery tests;
- Maintain documentation such as standard operating procedures and disaster recovery plans;
- Ensure the integrity of backups of the insurance systems that Brolink hosts;
- Submit debit order files to financial institutions;
- Liaise with staff from Brolink's service provider who look after server hardware and the network infrastructure



**Special working conditions:**

- Open plan office
- Frequent work after hours and on weekends, which is compensated by time off in lieu of overtime
- Preferable if applicant can commute to the office with their own transport

## QUALIFICATIONS AND EXPERIENCE

### Qualification

**Minimum Requirements:**

Post-matric IT-related training including at least one of the following:

- Tertiary qualification
- COBIT and/ or ITIL certification
- Microsoft certification (e.g. MCSE)
- A formal qualification related to system operations

### Experience

**Minimum Requirements:**

- At least two years working experience in a technical role in IT;
- Hands-on database system admin and operational involvement

**Preferably the following in addition to the above:**

- Network and server maintenance

## TECHNICAL COMPETENCIES

**Minimum Requirements:**

- Good computer literacy;
- In-depth understanding of the various phases of a software development life cycle;
- Strong technical knowledge of networks and Windows server operating systems;
- Good understanding of database maintenance;
- Knowledge of information security principles, data privacy practices and laws.

**Preferably the following in addition to the above:**

- Basic knowledge of the UniVerse database

## ATTRIBUTES

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

- Utmost attention to detail;
- Committed to delivering high quality work;
- Ability to work under pressure;
- Willingness and ability to work at night and on weekends when necessary;
- Good problem solving skills;



- Team-worker;
- Good communication skills, both verbal and written;
- Commitment to meeting deadlines.

## ABOUT THE COMPANY

Applicants must have the following:

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

Qualified applicants are invited to apply by sending a CV to: [norne.naude@brolink.co.za](mailto:norne.naude@brolink.co.za) on or before Friday, **08 March 2019**.

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