



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

ICT DEPARTMENT

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunity below:

Network Administrator (1 post)

Ref :38/2024/KM/P9

Sefako Makgatho Health Sciences University seeks to employ a Network Administrator within the ICT Department. The incumbent will be responsible for support and maintenance of the University ICT Network Administrator, including cabling, switching, and routing. The position is project oriented, and the appointee will be responsible for day-to-day project coordination, administration, and oversight of installation partners. As part of their duties the appointee will be responsible for administering to the student residences, both on and off campus and managing the reporting structures. He/She will report to Manager: Infrastructure and Support Service (ICT) and must meet the job requirements, competencies and be responsible for the key performance areas below:

REQUIREMENTS

- National Diploma in Information Communication Technology (ICT) or BSc Computer Science or related relevant qualification (NQF 6)
- At least six (6) – eight (8) years related work experience
- Must have computer Skills (MS Office Suite)
- Experience in implementing and supporting secure network infrastructure solution
- Strong knowledge of routing and switching, routers gateways, firewalls and VPN
- Experience in complex MPLS and Unified Communications environments
- In-depth Knowledge of QoS, IP Sec, Multicast and load balancing techniques
- Valid South African Driver's license

COMPETENCIES

- Technical/professional knowledge and skills
- Excellent interpersonal, presentation and communication skills (written and spoken)
- Excellent report writing skills
- Personal impact, stature, and credibility with unquestionable integrity
- Problem solving and analytical skills
- Client service orientation
- Ability to work in various teams
- Ability to keep information confidential

- Planning and organizational skills Committed and dedicated work ethos
- Ability to work under pressure and meet deadlines

KEY PERFORMANCE AREAS

- Performs installation, setup, configuration, upgrade, troubleshooting, and remedial maintenance for enterprise network infrastructure such as: routing, switching, virtual private networking (VPN), enterprise firewalls, Voice over IP (VoIP), 802.11x wireless networking, monitoring systems, Windows server 2012, and Linux Servers
- Prepare and maintain documentation of network configurations and cabling layouts
- Design, deploy, and administer the Wireless Infrastructure and supporting systems
- Connect all relevant technology to the network with secure protocols
- Assign profiles to users with permissions and access to various systems and functions on the network
- Recommend upgrades, patches, and new applications and equipment
- Train team members on new hardware or software
- Analyse and monitor server security and make recommendations or implement patches/fixes to address potential security holes
- Provide hardware and operating system support for the corporate and field computer systems environment, UNIX, Linux, Windows, storage, and Tape Library
- Provide on-call and weekend support when needed
- Research and recommend innovative, and where possible automated, approaches for system administration tasks
- Proactively seek changes or upgrades that can improve the network in a way that adds value to the educational project at SMU
- Monitor the performance of the network using analytical data to seek problems or concerns.
- Research and implement best practices
- Communicate and consult with relevant stakeholders
- Contribute to the overall development of SMU and actively promote institutional culture
- Any other duties assigned by the Director /Line Manager

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Closing date: 31 May 2024

Applications from the employment agencies will not be considered.

Typed applications (**quoting the reference number**) which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Mr KM Mothabela**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by e-mail at hr.recruitment7@smu.ac.za

THE APPLICATIONS MAY ALSO BE POSTED OR HAND DELIVERED TO (PUT IN AN APPLICATION BOX):

HUMAN RESOURCES DEPARTMENT, 5TH FLOOR, CLINICAL PATHOLOGY BUILDING, SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY, MOLOTLEGI STREET, GA-RANKUWA, OR HUMAN RESOURCES DEPARTMENT, P.O BOX, 68, MEDUNSA, 0204

It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521 4433.

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The University reserves the right not to make an appointment.

Final