

JOB TITLE : SERVER ADMINISTRATOR: WINTEL
REPORTS TO : MANAGER IT INFRASTRUCTURE
BUSINESS UNIT : IT
LOCATION : HEAD OFFICE: PRETORIA
POSITION STATUS : PERMANENT
POSITION GRADE : C5

Purpose of the Job

Plan, co-ordinate, install, configure, and manage all Windows Systems within the enterprise to meet business requirements. Designs and implements architectures. Identify and resolve (hardware and software) technical problems and malfunctions related to Windows Operating Systems. Make decisions that are critical in the areas of performance throughput analysis, problem solving and infrastructure planning with the potential to affect the successful execution of business transactions. Pro-actively research and locate necessary tools and processes to identify troublesome trends as they develop. Participate in various IT projects intended to continually improve and/or upgrade Windows infrastructure.

Job Responsibilities

- Configure and maintain the Windows Server environment.
- Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities.
- Ensure the Windows based IT systems are monitored appropriately.
- Provide technical assistance for the day to day running of the business. Handle day-to-day infrastructure operational activities.
- Provide day-to-day operational support of all infrastructure related to servers in the VMWare/Windows/Compute platforms.
- Establish configuration standard and design guideline for Windows and system software, covering availability, performance, resilience, monitoring, backup and recovery functional areas.
- Collaborate with Other Service Provider(s) to minimize service interruptions in the infrastructure by taking necessary correction actions as approved by Management.
- Support the development of new application releases as directed and scheduled by Management.
- Provide on-call support as required.
- Management of various AD related tasks
- Ensure that the Windows server systems being supported have a high level of availability and reliability and comply with any service level agreements.
- Plan, design, and review the architectural model of hardware infrastructure for the integration of both business and software applications by working with other Service Provider(s) on the infrastructure set up to ensure design specifications meets standards and business requirements.

Qualifications and Experience

- Bachelor's degree/National Diploma
- NQF Level 6/7 in IT or equivalent work experience
- VMware and Citrix certification or knowledge will be an added advantage.
- 3 – 5 years relevant IT experience
- Experience managing complex Windows Active Directory and Windows Server operating systems.
- In depth knowledge of HP Blade Technology, Hyper-converged Technology, VMware Virtualisation Technology, and Windows Server Operating Systems. Extensive knowledge of Cloud Technologies will be an added advantage.
- MCSE and Virtualization certificate (Advantage)

Knowledge and understanding of:

- In depth knowledge of hardware and OS software, Supervisory and interpersonal skills.
- In depth knowledge of operating systems, Knowledge of operating systems planning, enhancements and installations.
- Knowledge of various Wintel/Linux/Unix systems
- Knowledge of ITIL process & IT service management.
- Demonstrated experience in effectively managing small to large projects within a cross-functional environment.
- Knowledge of Management tools and Applications
- Quality assurance & control, Project Management

Skills and Attributes

Excellent computer literacy skills, ability to liaise with stakeholders. planning, organising, co-ordination, control, facilitation, strong interpersonal skills, strong verbal and communication skills (read, write, speak), Ability to prioritise tasks, sound reasoning and thinking, problem-solving, persuasiveness, ability to work independently, analytical, accuracy conceptual, able to work under pressure and handle stress, sense of urgency, initiative, meticulous, self-motivated, output and deadline driven.

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to RecruitmentSN@postbank.co.za Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

01 March 2024

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