

ASSISTANT DIRECTOR: NETWORK CONTROL

SALARY NOTCH : R270, 804 PER ANNUM

REF : PPT 14/15

REQUIREMENTS: Bachelor's degree/National Diploma in Computer Science/ IT/IS coupled with at least two (2) years' experience in Network Administration and Microsoft Certification – MCSE / MCITP – is required. Or a Senior Certificate with at least six (6) years' experience in Network Administration and Microsoft Certification – MCSE / MCITP – is required. A driver's license is required. Demonstrated knowledge and experience in development, installation, management, update and maintenance of LAN (both passive and active network elements), Unified Communications Systems, data security, back-up and restoration is required. Knowledge and experience in the management of Network Operating Systems, specifically the Microsoft Environment is essential. Certified Knowledge of Network Analysis tools, N+, CCNA certificate will be an added advantage.

KEY PERFORMANCE AREAS: Provide support in design, installation and maintenance of network infrastructure equipment and software. Monitor and perform health checks on the network. Analyse and resolve technical problems on the network. Perform configuration management on the network. Administer the entire Microsoft Network Environment. Administer the Microsoft Active Directory of the Department and all related Systems and Services. Manage the Storage Area Network (SAN) of the department and monitor and perform health checks and maintenance on all servers. Perform, monitor and test backups in line with the departmental backup policy and disaster recovery plan. Perform configuration management on the Microsoft Environment.

Document network infrastructure and critical component information for the network and the network operating system. Perform User Account Management for the Active Directory. Perform User Account Management for VPN Users. Establish and maintain user profiles, user environments, directories and security for networks and networks being installed. Identify network utilisation patterns and their effect on all systems availability and performance. Establish and perform maintenance programmes for the server infrastructure following company and vendor standards. Monitor networks to ensure confidentiality, integrity and availability of all networks services. Develop network and network operating systems standards and relevant documentation.

Skills required: Ability to design and co-ordinate the installation and maintenance of a Local Area Network. Ability to administer Microsoft Active Directory and related Microsoft Systems and Services. Ability to administer and manage the server environment of the department. Ability to Maintain and troubleshoot network

hardware, software and peripherals. Provide a range of network systems support activities for users. Determine computer problems and co-ordinate hardware and software solutions. Develop systems solutions for operational problems. Be flexible and innovative. Provide day to day support to subordinates and users in the department.

APPLICATION INSTRUCTIONS

- Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, drivers license (where applicable) and Identity Document(with an original certification stamp, Z83 form must be signed by an original signature)
- It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA).
- The Department of Provincial Planning and Treasury welcomes people with disabilities.
- Females and people with disabilities are encouraged to apply.
- All short listed candidates will be required to undergo security clearance.
- All the appointments are subject to State Security Agency (SSA) security screening.

Applications can be forwarded through one of the following options:

- **Post:** The Director: Human Resources Services, Eastern Cape Provincial Planning and Treasury, Private Bag x0029 ,Bhisho,5605
- **Hand Delivery:**Human Resources Section, Provincial Planning and Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho

Failure to submit a comprehensive CV, qualifications and the signed Z83 form will result in the disqualification of the application from the process.

Enquiries can be directed to Ms B. Ndayi at 040-1010 072

Closing Date: 6 JUNE 2014