

*Are you a quality driven individual?
Do you have a passion for perfection?*

If you answered Yes to these questions, you could be just the individual we are looking for.

JUNIOR SYSTEM/HELPDESK ADMINISTRATOR
Salary Range R365 535.32 to R422 256.21 per annum (all inclusive)

Overview of the Organisation

The NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). The NMISA is mandated by the Act to provide for the use of the international system of units (the SI) and other measurement units in South Africa, to maintain national measurement standards (NMS) and to determine and ensure the comparability of the NMS. More information can be obtained from www.nmisa.org

The Position

The incumbent plays a pivotal role in giving proper input to design, development, implementation, support and management of Business Intelligence Systems. He/she must have a passion for precision and excellence who has a basic understanding of Information and Communication Systems and willingness to learn. The successful incumbent will be responsible for Microsoft related issues and software development work. Support and maintaining all computer-based systems and users, networks, Servers and Printers where necessary.

Minimum Qualifications, Knowledge and Experience

- A relevant formal 3-year IT qualification (i.e., a degree or a diploma).
- A minimum of three (3) years of experience in an IT and Support related field.
- Network+, A+ and Security+ certification or equivalent is essential.
- Good technical skills including but not limited to Desktop\Laptop, Server, and IP Networks to assist in effective troubleshooting and problem-solving.
- Experience in installing and supporting Windows 10 (or higher) and Windows Server 2016 (or higher) operating systems including Microsoft Office 365 Applications.
- Microsoft Dynamics 365 and SharePoint experience will be an advantage.
- Experience in administering and maintaining Backup software.
- System Administration of NMISA's Virtual Server Environment.

Responsibilities:

- Document and maintain effective procedures for your environment.
- Initiate and facilitate technical exercises for disaster recovery to comply with NMISA's Business Continuity Plan.
- Managing the NMISA Helpdesk and Interns to provide effective support to the NMISA and the Human Capital Development Plan.
- System Administration of NMISA's Virtual Server Environment.
- Maintain NMISA's Active Directory.
- Ensure all backups are maintained in line with the NMISA IT's Backup Schedule.
- Monitor and manage network and security events.
- Technical support of software, networking, and hardware.
- Perform routine administrative and maintenance tasks on hardware.

- Maintain NMISA IT's Assets and IT Storeroom.
- Monthly reports for all facets of your environment including IT Asset Management.

Person Specification:

The incumbent must have an ability to work well individually and with team members, have exceptional people skills, strong communication, written, and verbal skills. A self-starter – take initiative to make improvements

Please note:

NMISA subscribes to and applies the principles prescribed by the Employment Equity Act and this position will be filled based on the Employment Equity Plan Preference will be given to previously disadvantaged individuals whose appointments will assist the organisation in achieving its Employment Equity targets, in order of preference: Female, African, Coloured & Indian.

Interested and suitably qualified persons may forward all supporting documentation required (updated CV, certified educational qualifications, and certified ID.) when applying for the position email NMISA Human Resource at careers@nmisa.org Only candidates with all supporting documents will be considered for the position.

Clearly indicate which position you are applying for.

Closing date for applications: **18 July 2023**

People with disabilities are encouraged to apply.

Correspondence will be limited to short-listed candidates only. National Metrology Institute of South Africa reserves the right not to appoint. By applying for this position at the NMISA, the applicant understands, consents, and agrees that the NMISA may solicit a credit and criminal report from a registered credit bureau and/or the SAP in relation to positions that require trust and honesty and/or entails the handling of cash or finances and may also verify the applicant's educational qualifications and employment history. You expressly give NMISA consent to process your personal information stored in our history in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA).