ADVERT

Senior Facilities Server Administrator (Microsoft Administrator)
Ref No. RTMC/ RTIT/SFSA/2024
Salary Package: Market Related

Position:	**Senior Facilities Server Administrator (Microsoft Administrator)**
Business Unit:	**Road Traffic Management Systems**
Location:	**Centurion**
Job Purpose:	**The Senior Facilities Server Administrator is responsible for the implementation and maintenance of the Operating System Server environment in the Road Traffic Management Corporation. The incumbent in this role is also responsible for fault findings exercises and ensuring the implementation of the IT business continuity plan.**

KEY JOB RESPONSIBILITIES:

- To implement and maintain the Operating System Server environment.
- Assist the Manager: Operations and Business Systems with the development of server related processes and procedures.
- Provide solutions and enterprise architecture improvements.
- Identify solutions to improve productivity and create ease of use for company employees.
- Identify relevant tools for use in the Corporation, e.g. resetting of passwords
- Research new and current technologies.
- Implement, configure, support and administer Active Directory (including DNS, DHCP etc.)
- Implement, configure, support, administer and enhance Microsoft Exchange.
- Implement, support, administer and enhance company backups processes.

- Test and restore backups.
- Test and install windows patches on Operating System servers.
- Add users and monitor security of Microsoft activities
- Implement Microsoft Defender – security features (Cyber Security)
- Monitor and resolve Microsoft Defender – security alerts
- Implement Cyber Security activities
- Implement and manage Microsoft Intune & SCCM
- Coordinate and ensure compliance to Company group IT Active Directory policies.
- Implement, configure, support, administer and enhance Company Anti-Virus tools.
- Proactively monitor and keep track of server performance.
- Run reports and ensure that servers are running optimally.
- Deal with any inconsistencies and issues by notifying the Manager: Operations and Business Systems.
- Schedule and implement the approved server upgrades.
- Monitor the Operating System and external application licence usage and expiry dates.
- Engage with service providers to determine best licencing model/s.
- Log and implement changes.
- Compile relevant IT Service Management reports and submit to the Manager: Operations and Business Systems
- To assist with the delivery of projects and provide technical support

QUALIFICATIONS AND EXPERIENCE:
- Matric (NQF Level 4) as essential
- National Diploma in Information Technology or Server Engineering (NQF Level 6) as essential.
- Bachelor's Degree (NQF Level 7) as an added advantage.
- Four (4) to six (6) years' experience in Microsoft server Support Applications.
- Microsoft Certification for Cloud environments

KEY ATTRIBUTES AND COMPETENCIES:
- Knowledge of ICT systems, networks, hardware and software
- Knowledge of Operating Systems processes and procedures.
- Technical knowledge regarding Microsoft servers.

- Knowledge Office 365 cloud

- Knowledge of Sharepoint and MS Teams

- Knowledge of Manage Engine and AD SelfService

HOW TO APPLY:

- Submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae.

- Applications must be forwarded via email to: rtitrecruitment@rtmc.co.za

- Candidates are requested to clearly indicate the reference number for the position they are applying for on the email.

- Closing date is 30 September 2024 at 16:30 pm, and no late applications will be accepted.

NB: Persons with disabilities are encouraged to apply.

The RTMC reserves the right not to make an appointment. Due to the large number of applications, we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Human Capital at (012) 999 5425