

Namib Lead & Zinc Mining (NLZM) is a zinc and lead development company with a high grade, low cost development project with access to infrastructure in Namibia. Based in Swakopmund, NLZM is seeking a qualified individual for consideration for the position of:

SYSTEMS ADMINISTRATOR

Purpose of Position:

The Systems Administrator is responsible to coordinate and implement all operations applications software systems, through best practice user-support, installation, patching, upgrading and maintenance, and by managing, analysing and solving operations applications faults, providing operations applications system support, advising on strategic matters and ensuring the database environment is well secured and maintained including relevant back-up and disaster recovery solutions for all operations applications software.

Main Responsibilities: The incumbent will report directly to the Financial Manager and his/her responsibilities will include, but are not limited to the following:

- Execute and performs tasks related to the evaluation, installation, configuration and deployment of Operational applications, software and/or enhancements throughout the Company.
- Oversees the daily performance, data base security, back-up routines of the Operational software systems. Perform data integrity checks and ensure system health and maintenance
- Provide technical support and best practice guidance on ERP related matters
- Performance monitoring, trend analysis and advanced troubleshooting on various platforms
- Observes system functioning to verify correct operations and detect errors
- Drive automation of repetitive tasks that release resources and deliver faster/more accurate results for stakeholders
- Sets up software for employee use, access control, performs or ensures proper installation of software.
- Analyses and resolves Operational faults and logged system service requests.
- Participate in the implementation, upgrades and management of all Operational software and application systems
- Perform administrative tasks consistent with corporate and operational processes and practice (track, escalate, report and address request and incidents, projects) to ensure effectiveness of service levels, KPIs and business value
- Process all SAGE User requests and provide recommendations.
- Consult with Operational software systems stakeholder to provide analysis and system enhancement.
- Develops training materials and procedures, or trains users in the proper use of software.
- Writes procedures for operational software management.
- Implements standard operating procedures and best practices, including providing written protocols and guidance to IT staff and to end-users.
- Implement all documented Operational software support and maintenance procedures
- Monitors and maintains all operational software written documentation, including system and user manuals, license agreements, and documentation of modifications and upgrades.
- Performs back-ups, maintains and protect the operational software and information maintained as per policy and procedures.
- Liaises with company's operation suppliers for prompt rectification of any problems or emergencies.

Minimum Qualifications & Experience:

- Grade 12 with a National Diploma in Information Technology and 2 to 5 Year experience **Or** Grade 12 with 5 - 8 years' experience in installation and programming Operational internal software and applications.
- Analytical and problem-solving skills
- Enterprise Resource Planning Systems certification will be an added advantage.
- Able to work in a project environment.

Benefits: We offer a market related remuneration

CLOSING DATE: 15 FEBRUARY 2019

Interested and **suitably qualifying candidates** are to submit a **Comprehensive CV with ALL relevant supporting documentation** by email to recruitment@namibleadzinc.com with the Position Title in the subject line.

Previously disadvantaged Namibians are encouraged to apply.

ONLY short listed candidates will be contacted for interviews.