# TECHNICAL SYSTEMS

**JOB DESCRIPTION**

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| NAME OF EMPLOYEE | VACANT |
| JOB TITLE | IT |
| PEROMNES GRADE | GRADE …… |
| DATE OF DRAFT | 11 FEBRUARY 2021 |
| REVISION | 1 OF 1 |



TECHNICAL SYSTEMS

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| 1. ORGANISATIONAL STRUCTURE |

GROUP FINANCIAL MANAGER (Hennie)

IT

Database Analyst (Mario)

Database Administrator (Gerrit)

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| JOB DESCRIPTION: IT | | | |
| KPA’S | TASKS | % TIME | MEASURE / STANDARD |
| SYSTEMS | * Maintain network security * Maintenance of all hardware (computer, CCTV, access control, alarm & network equipment) * Maintenance of all software systems including databases (Syspro, VIP, ERS Bio etc.) * Setup workstations * Assist users with all hardware / software queries * Interact with consultants regarding system upgrades and changes * Assist department managers with system requirements & changes * Manage all system related projects | \_\_\_% |  |
| REPORTING | * Liaise with management on reporting requirements * Setup / Write new reports as and when identified using either inhouse resources or outsourcing where required * Maintain and Improve existing reports | \_\_\_% |  |
| FEASIBILITY STUDIES | * Identify hard- and software systems that require upgrades / changes * Investigate replacement or upgrade options and the practical implementation at Technical Systems * Present upgrade/change proposals to management | \_\_\_% |  |
| GENERAL | * Maintain the highest level of confidentiality with regards to all system information * Any other relevant task/assignment as given by management | \_\_\_% |  |
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| APPROVALS AND AUTHORIZATIONS | | | |
| Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Employer)  Accepted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Employee) | | | |