

## **NOTICE OF VACANT POSITION**

### **NETWORK AND HARDWARE ADMINISTRATOR**

Applications are invited from suitably qualified and experienced personnel to fill the above-mentioned position. The incumbent will report to the Computer Systems Manager and will be based at Head Office.

### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- 5 'O' levels including English Language and Mathematics.
- Degree in Information Systems/Computer Science or equivalent.
- Certification in CCNA/CCNP is an added advantage.
- At least 2 years' experience in a similar role.

### **CORE COMPETENCIES**

- Analytic mind.
- Creative and Innovative.
- Attention to detail.
- Good supervisory skills and interpersonal skills.

### **SUMMARY OF DUTIES**

- Maintains current and accurate inventory of technology, hardware and resources.
- Maintains log/list of required repairs and records all computers that have gone for repair for accountability.
- Monitors security of all computers by installing full proof, passwords and firewall to ensure that information is preserved and to enhance confidentiality.
- Identifies hardware that is old and malfunctioned and recommend to the Computer Systems Manager for their disposal.
- Repairs all ICT hardware used by the organisation including VoIP phones.
- Researches on current and potential resources to ensure that GMB keeps abreast with technological developments
- Tests systems validation before installation to ensure that systems are up and running efficiently and effectively.
- Responsible for the maintenance, configuration, and reliable operation of computer systems, network servers, and virtualization.
- Installs and upgrades computer components and software, manage virtual servers, and integrate automation processes.
- Troubleshoots hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues.
- Manages network performance, reliability and availability to ensure a robust network at all times to serve clients.

- Ensures that network and technology is accessible and equipped with current hardware and software to ensure that all networks are up to date.
- Ensures for the installations of lock out programmes that prevent unauthorised staff from accessing a restricted network or area.
- Integrates systems with other external entities.
- Ensures antivirus is up to date.
- Monitors the firewall and traffic on networks and systems for security reasons.
- Assists in developing and maintaining a disaster recovery plan for all systems.
- Assists in the formulation of ICT policies and standard operating procedures and ensure adherence.
- Monitors and supervises staff activities to ensure that efficient and effective systems have been put in place.
- Trains users and ICT personnel on any new systems to ensure that they are up to date with system developments.
- Any other work related duties as assigned by the Superior.

Applications accompanied with detailed Curriculum Vitae and Certified Copies of qualifications should be emailed to [recruitment@gmbdura.co.zw](mailto:recruitment@gmbdura.co.zw) not later than 12 June 2024. Only shortlisted candidates will be contacted.