



VACANCY ANNOUNCEMENT

The Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) is a body corporate established under the Technical Education, Vocational and Entrepreneurship Training (TEVET) Act No. 13 of 1998 and the TEVET (Amendment) Act No. 11 of 2005.

TEVETA was established to regulate, monitor and co-ordinate Technical Education, Vocational and Entrepreneurship Training in consultation with industry, employers, workers and other stakeholders. TEVETA wishes to recruit a qualified and experienced Zambian for the following position on Contract basis.

SYSTEMS ADMINISTRATOR

1 JOB PURPOSE

To plan, evaluate, manage, and administer the Server Infrastructure, Networks (Local, Metropolitan and Wide), ICT security, related hardware, software and databases, performing various tasks to ensure the Authority's and user requirements are met.

2 DUTIES AND RESPONSIBILITIES

These will include:

- a) Maintenance, configuration, and ensuring reliable operation of computer systems, network servers, and virtualization.
- b) Install and upgrade computer components and software, manage virtual servers, and integrate automation processes.
- c) Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues.
- d) Provide documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure.
- e) Perform or delegate regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures.
- f) Lead desktop and helpdesk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner with limited disruptions.
- g) Responsible for capacity, storage planning, and database performance

- h) Diagnosing and resolving hardware, software, networking, and system issues when they arise.
- i) Monitoring system performance to ensure everything runs smoothly and securely.
- j) Researching and recommending new approaches to improve the networked computer system.
- k) Manages Exchange server, DNS, and Active Directory.
- l) Works with third party service providers, testing and troubleshooting systems, network, and internet problems.
- m) Administers the Authority's Disaster Recovery and Business Continuity plans.
- n) Effectively undertakes security and privacy of information systems, communication lines and equipment to safeguard electronic resources on the network.

3 MINIMUM REQUIREMENTS

3.1 Qualifications and Knowledge

Applicants should have:

- a) Grade 12 Certificate or equivalent.
- b) Bachelor's degree in computer science, Information Technology, System Administration, or a closely related field.
- c) System administration and IT certifications in Linux, Microsoft, or other network related fields are a plus.
- d) ICTAZ Professional Membership.
- e) Strong knowledge of systems and networking software, hardware, and networking protocols
- f) Strong knowledge of implementing and effectively developing helpdesk and IT operations best practices, including expert knowledge of security, storage, data protection, and disaster recovery protocol.

3.2 Competencies

3.2.1 Technical

- Systems Administration
- Networking
- ICT Security
- Risk Management and Mitigation Strategies

3.2.2 Functional

- Strategic thinking and planning
- Stakeholder management
- Risk management.

- Project management
- Change management.
- Analytical thinking
- Budgeting and planning
- Report writing.

3.2.3 Behavioural

- Customer service
- Relationship management
- Integrity
- Excellence
- Decision making
- Corporate Citizenship

4 MINIMUM EXPERIENCE

Must have

- a) 5 years of database, network administration, or system administration experience.
- b) Experience with scripting and automation tools.
- c) A proven track record of developing and implementing IT strategy and plans.
- d) Working knowledge of Virtualization, VMWare, Hyper-V or equivalent

Letters of application accompanied with a CV that addresses the above job requirements, and names of three traceable referees, should be addressed to:

The Director General
Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA)
Private Bag RW 16X
Bird Cage Walk, Longacres,
LUSAKA

Correspondence will only be conducted with short listed candidates. Should you not hear from us, please consider your application unsuccessful.

Closing Date for receiving applications is **7th March 2024**