

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

- APPLICATIONS** : For other relevant information and how to apply, please visit the Department's website (www.dirco.gov.za) – home page under links.
- CLOSING DATE** : 04 August 2017 - Applications received after the closing date will not be considered.
- NOTE** : All appointments will be subject to a process of security clearance, reference checking and qualification verification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). We thank all applicants for their interest. The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. Your application must include a duly completed and signed Z83 form, accompanied by a CV and certified copies of qualifications and Identity Document. Please forward your application to the e-mail address indicating at each post, quoting the reference number or post name in the subject line in order to receive an acknowledgement. Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.

OTHER POSTS

- POST 29/19** : **SYSTEM ADMINISTRATION MANAGER**
Branch: Corporate Management
Chief Directorate: Information and Communication Technology
- SALARY** : R657 558 per annum (all-inclusive package) To monitor, optimize and manage server Infrastructure with its associated technologies.
- REQUIREMENTS** : Three years National Diploma/Degree in Information Technology or related field as recognised by SAQA; ITIL/CoBIT Certificate; 3-5 years' experience within Windows Server environment (Microsoft Exchange; Active Directory, Application Support, Backups; SQL Database and SharePoint); MCSE certificate. Two years' experience in people management will be an added advantage
COMPETENCIES: Time management; Strategic planning; Policy analysis and Development; Facilitation skills; Report writing Skills; Troubleshooting skills; Client Orientation and Customer Focus; Problem solving and decision making; Advanced Computer Skills; Technical Networking skills; Communication(Written and verbal) Skills
- DUTIES** : Develop and maintain ICT infrastructure policies, regulations, norms and standards, guidelines and procedures; manage the planning, monitoring and control of the ICT infrastructure for the department; Manage data center technology system and server environment; Manage the overall enterprise wide effectiveness and efficiency of data center technology system; Oversee the Administration; Maintenance and support of various Back office Technologies (Microsoft Exchange; Active Directory, Application Support, Backups; SQL Database and SharePoint); Administer, maintain and support various Back Office Technologies (Microsoft Exchange, Active Directory, Application support,, Backups, SQL Database and SharePoint); Ensure the availability of systems and back office Infrastructure in order to provide ICT services and ensure system reliability; Oversee the Patch Management process; Ensure day-to-day backup, storage support services and Disaster recovery process are in place; Review ICT infrastructure services on a regular basis; Develop risk mitigation strategy for all ICT infrastructures and resources; Ensure the availability of systems and back office Infrastructure in order to provide ICT services and ensure system reliability.
- ENQUIRIES** : Ms L Modise, Tel no Tel no: (012) 351 1214
- APPLICATIONS** : Please e-mail your application to sam@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement.

POST 29/20 : **NETWORK AND TELEPHONY SUPPORT MANAGER**
Branch: Corporate Management
Chief Directorate: Information and Communication Technology

SALARY : R657 558 per annum (all-inclusive package) To manage and support Network and IP Telephony Infrastructure services of the Department.

REQUIREMENTS : Three year National Diploma/Degree in Information Technology or related field as recognized by SAQA; 3-5 years of experience within Networks Support environment; ITIL/Cobit / IT Service Management Certificate. The following will be an advantage: Experience in Telecommunication and networks environment; Cisco Certified Network Professional Certificate. **COMPETENCIES:** Strategic planning; Policy analysis and Development; Facilitation skills; Report writing Skills; Troubleshooting skills; Client Orientation and Customer Focus; Problem solving and decision making; Advanced Computer Skills; Technical Networking skills; People management and empowerment; Communication(Written and verbal) Skills.

DUTIES : Develop and review bandwidth and CMDB (Configuration Management database) policies that govern the usage of bandwidth and provides optimum performance of the network; Develop, maintain and review Mobility policy that governs the utilization of mobile devices to access data, Network and telephony services; Manage and maintain Network and Telephony infrastructure in the department globally; Oversee maintenance and support of Networks and IP telephony services; Provide support and advice in managing global (HUBS and Missions) ICT day-to-day operations to improve infrastructure efficiency; Manage the overall enterprise wide effectiveness and efficiency of Networks and IP telephony services to ensure that high levels of customer satisfaction is maintained; Manage the performance of the service providers to ensure that the service level requirements are met; Monitor all escalations to the 3rd party service providers and provide weekly reports to Director Infrastructure Management on service level targets; Maintain integrity and continuous availability of network infrastructure services; Ensure compliance to ICT network and IP Telephony management processes and procedures.

ENQUIRIES : Ms L Modise, Tel no: (012) 351 1214

APPLICATIONS : Please e-mail your application to ntsm@dirco.gov.za Please quote the reference number or post name in the subject line of the e-mail in order to receive an acknowledgement.