



NATIONAL PENSION SCHEME AUTHORITY

EMPLOYMENT OPPORTUNITY

The National Pension Scheme Authority (NAPSA) wishes to fill the position indicated below. Interested applicants who meet the required competences are encouraged to apply.

The successful candidates will be expected to have demonstrable competencies relevant to the respective job.

1.0 Senior Systems Administrator - Wintel NPS 04 (Permanent and Pensionable): Head Office

1.1 Main Purpose of Job

The Senior System Administrator must have a deep and broad knowledge of computer software, hardware and networks. S/He will be responsible for designing, organizing, modifying, and supporting the Authority's computer systems.

1.2 Key Responsibilities

- (a) Administer servers, laptop and desktop computers, printers, company mobile phones, smartphones, software deployment, security updates and patches
- (b) Ensure all servers are backed-up and replication is consistent to maintain data integrity
- (c) Manage selected cloud solutions for the Authority
- (d) Manage server resources on the Storage Area Network (SAN)
- (e) S/He will maintain the essentials such as operating systems, business applications, security tools, active directory, email
- (f) Ensure design of systems to allow all components to work properly together
- (g) Make recommendations for future upgrades in line with modern trends.
- (h) Maintain network and system security
- (i) Troubleshoot problems reported by users and analyze and isolate issues

- (j) Evaluate and modify system's performance
- (k) Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers
- (l) Maintain integrity of the network, server deployment, and security
- (m) Design and deploy networks; Maintain network servers such as file servers, and VPN gateways
- (n) Assign configuration of authentication and authorization of directory services

1.3 Qualifications and Experience

- Grade 12 Certificate with 5 'O' levels with credit or better in Mathematics and English.
- Bachelor's Degree in Computer Science or equivalent
- Microsoft Certified Professional or relevant IT Certification
- Not less than four (4) years of relevant IT experience at a similar level in an organisation of similar size.

TO APPLY

Your application letter should be accompanied by a CV and copies of relevant certificates and should also specify your contact address and telephone number(s).

Application letters should be addressed to:

Director Human Resources and Administration
National Pension Scheme Authority
Levy Business Park
Church Road
P.O. Box 51275
LUSAKA

The closing date of receipt of applications is ***Monday, 29th June, 2020.***

PLEASE NOTE THAT:

ANY FORM OF LOBBYING WILL LEAD TO AUTOMATIC DISQUALIFICATION OF THE CANDIDATE AND ONLY APPLICANTS WHO MEET THE SPECIFICATIONS INDICATED ABOVE WILL BE ACKNOWLEDGED.

BE SMART, SECURE YOUR FUTURE