



## **Network Administrator reporting to the Operational Manager Location - CBD Cape Town**

Looking for a Network Administrator with substantial technical competence who can join the IT Team. This person will be responsible to assist in keeping the organization's computer networks up to date and to also ensure they operate smoothly.

### **Responsibilities:**

- Provide assistance to the IT department/ supervisor.
- Monitoring the I.T. related systems to ensure continued availability to all users.
- Maintaining system security and telecommunication networks.
- Training users on the proper use of software and hardware.
- Implementing and maintaining network hardware and software, troubleshoot network problems, and ensure network security, availability and performance standards.
- Manage network security tools, e.g. firewall, anti-virus and intrusion detection systems.
- Identify, troubleshoot, solve and document connectivity and performance issues and liaise with the relevant service providers, where necessary.
- Deploy, configure and upgrade software, such as, enterprise antivirus or diagnostics programs and desktop systems.
- Maintain emergency backup and restore systems for mission-critical network servers.
- Regulate user access to sensitive files to protect against internal security breaches.
- Will be responsible for assisting end-users and providing support with the maintenance of desktop systems and the maintenance of servers and other networked devices.
- Assist in managing Cornerstone I.T. assets and maintaining the asset register.

### **Requirements:**

- Diploma in an IT related field
- 3 – 6 years' experience as Network Administrator
- Needs to have relevant technological knowledge.
- Requires technical and soft skills and the ability to work in a team.
- Knowledge of various platforms such as: Linux®, Microsoft® Active Directory, Windows Server®, etc.
- Attention to detail and problem solving abilities.

- Organisational skills.
- Great time management skill, and the ability to work under pressure.

To apply please email your CV along with a covering letter to [andreweneb@cornerstone.ac.za](mailto:andreweneb@cornerstone.ac.za). In your covering letter please outline your suitability for the post. Also please inform your current manager of your interest in applying for this role. Only Cape Town applications will be considered.

**Closing date: 31<sup>st</sup> of October 2019**