

Job Description | IT Administrator – South Africa | July 2022

Johannesburg-based IT Administrator

Overview

GCR Ratings was established in 1996 and is the leading ratings agency in Africa in terms of coverage and analytical presence on the continent. We have regional hubs in Mauritius, South Africa, Kenya, Nigeria, and Senegal. Our ratings portfolio expands to over 500 entities, in more than 25 countries, and across multiple business sectors.

We are currently recruiting for an IT professional to support our core business functions by monitoring, managing, and deploying applications and hardware that enable our employees to work more efficiently and deliver the highest levels of service to our issuers. The successful candidate will focus on managing and/or supporting the design and implementation of technology infrastructure within GCR, developing, and enhancing internal facing applications within GCR, and be responsible for the maintenance and security of our computer systems within the limits of requirements, specifications, costs and timelines. This is an exciting opportunity for someone with excellent attention to detail, process driven and good time management skills to add value to a growing team.

Summary

The IT Administrator will report directly to the Group Chief Information Officer (CIO). The successful candidate will be expected to work autonomously, have good communication and organisation skills, and excellent attention to detail. The role necessitates being present at our Johannesburg office.

Duties and Responsibilities

- Manage information technology and computer systems;
- Plan, organize, control and evaluate IT and electronic data operations;
- Design, develop, implement and coordinate systems and procedures;
- Manage security of data, network access and backup systems;
- Act in alignment with user needs and system functionality to contribute to organisational policy;
- Identify problematic areas and assist in implementing strategic solutions in time;
- Audit systems and assess their outcomes;
- Preserve assets, information security and control structures;
- Compile and scrutinize data sheets for regulatory/company purposes.

Qualities and Experience

- Strong understanding of IT operations and processes;
- Good knowledge of computer hardware/software systems, both server side and end-user side;
- Experience with software development;
- Strong analysis and problem resolution;
- Hands-on experience with computer networks, network administration and computer setup;
- Attention to detail;
- Work independently;
- Excellent understanding of Microsoft Excel;
- Ability to present complex information in a summary format.

Qualifications

- Bachelor's in computer science, MIS or similar field

Additional Skills

- Excellent knowledge of Microsoft SharePoint;
- Excellent knowledge of Salesforce Front End, Object creation and Apex Salesforce Language (or similar coding abilities);
- Excellent knowledge of WordPress, PHP and HTML.

Role Specifics

Location: Johannesburg, South Africa

Hours: Full Time

Remuneration: Market related remuneration.

Application Process

Please send a copy of your CV and a covering letter to cv@GCRratings.com. Closing date for applications is 31 July 2022. For further information please visit our website www.GCRratings.com.