

Gaborone Office

Private Bag 00512, Gaborone, Botswana
 Plot 50361, Block D, Carlton House
 Fairgrounds, Gaborone, Botswana
 Tel: +267 361 4267 | Fax: +267 393 6239

Jwaneng Office

Township Housing Office Block,
 Office No.9
 Tel: +267 588 4849

Orapa Office

HR Block,
 Office No.11
 Tel: +267 290 2323



DPF
 DEBSWANA · PENSION · FUND

NOTICE: VACANCY

The Debswana Pension Fund (DPF) is a Botswana based defined contribution pension fund established in 1984 as a Trust through a joint initiative between, De Beers Botswana Mining Company (now Debswana), Anglo American Corporation Botswana (Pty) Ltd and De Beers Prospecting Botswana (Pty) Ltd. Currently the Fund provides pension management services to all employees of the Debswana group of companies, namely, DPF, Debswana Diamond Company, Morupule Coal Mine, De Beers Holding Botswana, Diamond Trading Company Botswana, Peo Venture Capital and Anglo Coal. The DPF is currently the leading Pension Fund in the private sector by size and value.

The following position is vacant and suitably qualified and self-driven individuals are invited to apply:

IT ADMINISTRATOR (GABORONE - ONE YEAR FIXED TERM CONTRACT)

MAIN PURPOSE OF THE JOB

To co-ordinate the installation, configuration, upgrading, administration, monitoring and maintenance of escalated end-user computer equipment problems or direct support for infrastructure hardware and software problems in support of operational system(s).

KEY PERFORMANCE AREAS

IT Support

- Provide User support and Help Desk functions
- Provide effective application Support
- Hardware and Software Installation and Implementation
- Quality assurance and technical support of developed products according to the pre-set standards
- Approval of benefits and contribution processing

Service

- Supports service to client in line with the agreed IT service levels
- Manages service level agreements and contracts
- Provides clear metrics of service levels
- Ensures that changes (e.g. infrastructure, network, system) are widely communicated to minimise the impact of the change on business
- Trains and mentors end users and co-workers to enhance IM and system utilisation
- Supports in the preparation of IT reports as and when required for presentation by the IT / Project Manager
- Administrates and supports the relationships with client and service delivery vendors

Administrative Support To IT Corporate Governance

- Provides security and internal control environment for all systems (e.g. change management and incident management)
- Implements compliance of standard IT policies and procedures

Resource Administrations Utilisation And Availability

- Monitors and controls the capacity of the systems (e.g. network performance, application performance)
- Administers all infrastructure to provide a continuous service to all IT facilities (e.g. generator, UPS, backup links)

KEY ATTRIBUTES

- Technical Proficiency
- Customer focused approach
- Awareness of external environment
- Strong administrating skills with the ability to deal with high pressure situations, identify bottle necks and resolve these speedily and cost effectively
- An ability to take an independent approach where appropriate and challenge where needed
- Strong teaming and collaboration attributes
- Attention to detail - take ownership of responsibilities

JOB REQUIREMENTS

- Diploma in IT or related discipline. Relevant certifications will be advantageous (e.g. MCSE, CCNA)
- At least 3 years experience in Information Technology Administration and Coordination

If you meet the above requirements please submit your application letter enclosing a detailed updated curriculum vitae and certified copies of certificates to: recruitment@dpf.co.bw.

Correspondence will only be entered into with shortlisted candidates. **Closing Date: Tuesday 3rd April 2018.**

DPF Values:

Customer focused | Trust and Integrity | Innovation | Agility | Self-Driven and Motivated



www.dpf.co.bw