



Commission for the Promotion and Protection of the  
Rights of Cultural, Religious and Linguistic Communities.

33 Hoofd Street Forum IV, Braampark  
Braamfontein, Johannesburg  
Private Bag X 90 000, Houghton, 2041

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[www.crlcommission.org.za](http://www.crlcommission.org.za)

## VACANCY

**Post: IT Administrator**

**Salary: R311 784 per annum, Level 09**

**Centre: CRL Head Office, Braamfontein**

### Requirements:

- Appropriate B Degree or equivalent qualification in IT;
- A minimum of at least 2 years experience in a similar position;
- Knowledge of server installations, maintenance and management

### Key Competencies/Skills Required

- Well developed understanding of technical information
- Good verbal and written communication skills with ability to communicate across all levels
- Ability to work under pressure and multi task

### Key Performance Areas:

- Provide IT support and maintenance of active directory environment including addition and deletion of user accounts;
- Ensure that change control procedures are functional and monitored regularly;
- Ensure patches are tested externally for functionality and loaded onto the server
- Monitor and evaluate IT software system and ensure virus protection;
- Ensure daily backups and verification of exchange mailbox database;
- Maintain the Commission's firewall and evaluate the defined security rules and standards;
- Develop web content and update the CRL Website;
- Maintain and manage disaster recovery plan of the Commission;
- Conduct situation analysis on all IT infrastructure-related changes and advice on upgrades and acquiring new IT equipment;
- Assist in system design and support and manage video conferencing network;
- Provide monthly IT-related reports.

**Application Process:**

Forward your written application and attach certified copies of qualifications, ID and detailed CV with at least two contactable references to the HR Department, P/Bag x 90 000, Houghton, 2041. Applicants with a foreign qualification must submit a SAQA evaluation report on the qualification. The Commission reserves the right not to fill the post.

Applications can also be hand delivered to our physical address at: No33 Hoofd Street, Braampark office park, Forum IV, Braamfontein.

**Closing Date:** 03 March 2017

Enquiries: Mr BM Motjopye  
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