



**PROPERTY PRACTITIONERS
REGULATORY AUTHORITY**

**Vacancy: Systems Administrator – Head Office
Permanent**

The Systems Administrator is responsible for supporting and maintaining PPRA's ICT systems, including desktop provision, network infrastructure, and associated software and business applications to maximize the use of PPRA ICT. The role provides PPRA's systems users with support deployment, configuration and management of computing and infrastructure services.

MINIMUM REQUIREMENTS

- National Diploma in Information Technology (NQF 6) or equivalent.
- Minimum 3 years' working experience in a similar environment.
- Previous working experience in SAP Business One, Office 365, Microsoft Exchange.
- Working knowledge of legislation affecting the organisation.
- Customer Service orientation.
- Analytical, task and deadline orientation.

KEY RESPONSIBILITIES

- Maintenance of customer care support system.
- Supports, tests and troubleshoots hardware and software problems.
- Support SAP Business One, Office 365 and Microsoft Exchange.
- Provide technical analysis and implement systems to meet the PPRA's IT goals.
- Provide administration of all projects related to functions in the unit.
- Install new software releases and system upgrades, evaluate and install patches and resolve software-related problems.
- Audit system software and licensing to ensure compliance.
- Participate in disaster recovery incident handling when required.
- Support and maintain end-user requirements, including troubleshooting, account maintenance and training.

REMUNERATION:

Market related remuneration will be negotiated with the successful candidate.

TERM OF APPOINTMENT:

Permanent.

HOW TO APPLY:

- Applications must be submitted in writing and must consist of a detailed CV and a motivation for application.
- Preference will be given to candidates whose appointment will enhance representivity.
- Applications received after the closing date will not be considered.



The PPRA is an equal opportunity employer. The post is open to all without distinction.

CLOSING DATE: 18 February 2024

Candidates should communicate their interest to the above positions by **18 February 2024** through e-mails to vacancies@theppra.org.za

Should applicants not receive any correspondence within three weeks after the closing date, they must accept that their applications have not been successful.