



sanedi

South African National Energy
Development Institute

ENERGY INNOVATION FOR LIFE

SANEDI, PO Box 9935, Sandton, 2146

A: CEF HOUSE, Block C, Upper Grayston Office Park, 152 Ann Crescent, Strathavon, Sandton, 2146

T: +27 [11] 038 4300 E: information@sanedi.org.za W: www.sanedi.org.za

Job Advertisement

✚ POSITION DESCRIPTION AND GRADING

Systems Administrator

✚ DEPARTMENT AND SECTION

IT Department, Administration Section

✚ PURPOSE OF THE TASK

- To act as the interface between AX developers and Sanedi users; and to maintain and customise Sanedi's financial system (MS Dynamics).
- To provide Helpdesk services to SANEDI employees and escalate any issues to the ICT Manager
- To assist SANEDI in upgrading the system from Dynamics AX R3 to the latest Dynamics 365 Finance.

✚ QUALIFICATIONS AND REQUIREMENTS

- Diploma / Degree in Information Technology would be advantageous
- Certification in Microsoft Dynamics 365 or other versions
- At least 3 -5 years' experience in Microsoft dynamics Support

✚ TECHNICAL SKILLS AND COMPETENCIES:

- Resilience
- Communication Skills
- Initiative and responsibility
- Constructive teamwork
- Relations and networking
- Influence - Effective communication (verbal and written)
- Analysis and judgment / problem solving
- Systematic approach (planning and organising) Interpersonal Skills
- Problem solving skills

- Verbal and Written communication skills
- Conflict Management skills
- Understanding technology architecture
- Advanced computer literacy skills
- Understanding the application of Microsoft and related suites
- Project Management.
- Architecture.
- Information Security.
- Design, Development, and Maintenance.
- Operations and Support.
- Quality Assurance; and.
- Generic Skills.

 **Duties/Outputs**
Strategic Management

 **Operations Management**

- Systems administration - Configure and administer Sanedi systems (AX system)
- Compile AX system specifications for system enhancements
- Maintain user security roles (access control)
- System user support (AX system)
- Upload project budgets on the system
- Resolve and/or escalate system issues
- Conduct systems training
- SLA and contract management with ERP vendor
- Project manage new ICT projects (ad hoc)
- Facilitate ICT procurement (specifications)

 **Finance Management**

- Consider cost implications when executing and rendering support services.
- Ensure the function is managed according to budget

 **Governance, Risk Management and Management Reporting**

- IT Compliance and adherence is monitored

Stakeholder Management

- **SANEDI** staff are satisfied that the ICT services they receive meets their strategic and operational needs and business continuity is ensured through zero system downtime
- **SANEDI** Staff IT related Queries are attended to and resolved within the agreed turnaround time
- Maintain transparent and professional relations with external stakeholders (suppliers/ providers)

People Management

- KPA's are understood and achieved as agreed upon in the Performance agreement
- Review performance against agreed performance standards
- Live the values and culture of SANEDI
- Identify and implement development opportunities to ensure continuous improvement of work effectiveness and efficiency
- Departmental Information systems and tools are optimally utilized to execute core tasks

The closing date for this position is: 18 October 2022

Please email a detailed CV to: IT_Recruitment@sanedi.org.za