

Assistant Systems Administrator Role Summary: Johannesburg, South Africa

Ensure the secure and effective operation of all computer systems, related applications, hardware and software used within TWR Africa Regional Office.

Core Competencies:

- ✓ Commitment to Jesus Christ evidenced by a personal relationship
- ✓ Excitement about being involved in full-time missions and willingness to develop a team of prayer and financial partners
- ✓ Ability to participate in and foster teamwork within a multi-cultural team
- ✓ Adept at two-way communication and adapting communication to the needs of others
- ✓ Proficiency in planning, while organizing and managing resources
- ✓ Willing to help and serve others

Responsibilities:

- ✓ Provide reliable day-to-day operation of various program-related distribution networks (including computers, networks, hardware and software) with a minimum of interruptions in service
- ✓ Assist in the planning, configuration and maintenance of new distribution networks and their associated hardware
- ✓ Organize and conduct training of operator staff on the use of distribution computer systems and applications
- ✓ Assist staff by resolving day-to-day computer problems, both on-site and remotely
- ✓ Keep up to date on developments happening in the information systems world, covering the areas of computer systems, networking and communications, software tools, etc.

Desirable Qualifications:

- ✓ Grade12 qualification or equivalent
- ✓ A+ Certification
- ✓ Proficiency in spoken and written English
- ✓ Ability/willingness to travel occasionally