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## SYSTEMS & OFFICE ADMINISTRATOR

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### JOB DESCRIPTION SUMMARY

The Systems and Office Administrator is responsible for day to day clerical work, database management, student assessments and maintaining the server infrastructure

### JOB DETAILS

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**Location:** Windhoek

**Position Type:** Full time

**Supervisor:** Head of Academic Affairs & Research

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### DUTIES & RESPONSIBILITIES

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- ✓ Day to day clerical work
- ✓ Troubleshoot hardware, network connectivity & network upgrades
- ✓ Student assessments & database management
- ✓ Overseeing day to day college/institute –wider server infrastructure
- ✓ Provides compulsory infrastructure that is secure and compliant with administrative regulations regarding information security
- ✓ Provides reliable, scalable and efficient infrastructure support that is responsive to user needs
- ✓ Plan for the upgrade and replacement of systems as appropriate
- ✓ Participate in the development and implementation of procedures & documentation to keep systems operational and well maintained
- ✓ Handle student database

- ✓ Handle any other technical fault on college network
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### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- ✓ Experience with back ups and computer security
- ✓ Knowledge of computer hardware and software used in a networked and web-based environment
- ✓ Knowledge of security issues, crisis management and business continuity

### **MINIMUM REQUIRED QUALIFICATIONS**

- ✓ Bachelor's Degree in IT/Business Admin related field
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### **APPLICATION**

To apply, please e-mail the below documents in a single pdf file to **Ms. Maria Penondadi** at [info@globalinsti.com](mailto:info@globalinsti.com)

- A 1 – 2-page statement of interest specifying the relevance of your experience to the Institution
- Curriculum Vitae (CV)
- Names and complete contact information for three references.

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