VACANCY

IT SYSTEMS ADMINISTRATOR

ABOUT MEATCO

Meatco, an equal opportunity employer, is a progressive organisation involved in the production, processing, value addition, and marketing of red meat and associated by-products.

POSITION: IT SYSTEMS ADMINISTRATOR (PRODUCTION SYSTEMS)

Purpose of the Job

Supports the Production industrial hardware and software environment systems and ensures that there is minimum downtime. Provides support regarding data consistency and integrity. Additionally, assists the infrastructure department regarding general maintenance and operations of systems, computers, and servers.

Key Performance Areas

o Prepare and setup the industrial production computing environments for end-users/operators.
o Process and attend to logged incidents and service requests.
o Repair and maintain the industrial production equipment to minimise the downtime experienced in Production.
o Provide Preventative maintenance and Pre-Operations checks to Production-related equipment.
o Monitor automated backup procedures by checking the relevant logs and taking appropriate corrective action. Maintain the data integrity of the Production Management system.
o Create and Maintain product codes.
o Assist operations in identifying problems that could have an impact on production.
o Create/modify production related reports where necessary.
o Support Operations in monthly stock takes.
o Create and maintain documentation and network diagrams, process flow maps and SOPs.
o Create and keep accurate documentation of available spares and parts.

Competency and Skill Requirements

o A+ or N+ certificates in IT or bachelor's degree in IT, Information Systems (IS) or equivalent qualification. MCP certifications and Virtualization knowledge will be an added advantage.
o Three (3) years' experience.
o Knowledge of Production Systems (Emydex), Touch terminals, Scales and handheld scanners will be a distinct advantage.
o Knowledge of workstation/panel PC's / peripherals hardware / software setup, configuration, troubleshooting, repair, and deployment.
o Advanced understanding of networks, database fundamentals, and working with data in tables.
o Ability to understand and read Programming code (Python).
o Ability to work in VMWare environment and to work in Production Areas.

Please note that only short-listed applicants will be contacted. Suitable candidates from designated groups are encouraged to apply.

To Apply: If this appeals to you, kindly forward a cover letter and supporting documents to:
mrecruitment@meatco.com.na

Closing date: 20 February 2024