

VACANCY

IT ADMINISTRATOR

HEAD OFFICE - DURBAN

Applications for interested and suitably qualified candidates are invited in respect of the above vacancy

CORE PURPOSE OF THE JOB

The core purpose of the job is to provide the General Manager of IT and the IT department with administrative support required for the effective functioning of the department.

MAIN FUNCTIONS OF THE JOB

- Provide the IT department with general administration support.
- Arrange meetings and coordinate activities within the department to assist in effectively achieving its objectives.
- Attend and take minutes for all meetings run by the IT department, including but not limited to various IT committees and the IT steering committee.
- Maintain and update IT department documentation, ensuring all records are accurate and up to date.
- Assist in the preparation and distribution of IT-related communications and announcements.
- Coordinate with other departments and external vendors for IT-related procurement and service agreements.
- Manage and monitor IT department inventory, including hardware and software assets.
- Assist in the onboarding process of new IT staff, including setup of necessary equipment and access rights.
- Support the General Manager of IT in budget preparation and tracking of departmental expenses.
- Handle and resolve administrative inquiries and issues from IT staff and other departments.
- Facilitate training sessions and workshops for IT staff as required.
- Assist IT management with any ad hoc requests and projects as needed.
- Assist the GM IT track and manage various IT related projects.

QUALIFICATIONS

- A diploma or degree in Administration, Information Technology, or a related field is preferred.
- Certification in IT support or administrative fields is an advantage.

PREFERRED EXPERIENCE

- At least 1-3 years of experience in an administrative or coordination role, preferably within an IT or technical department.

KNOWLEDGE

- Knowledge of IT systems and asset management processes is desirable.
- Familiarity with IT procurement processes and vendor coordination.
- Excellent written and verbal communication skills for taking meeting minutes, preparing reports, and drafting communications.
- Ability to maintain confidentiality and handle sensitive IT information responsibly.
- Analytical skills to assist with budget tracking and expense monitoring.
- Problem-solving skills to address and resolve administrative inquiries and issues effectively.

Al Baraka Bank is an Equal Opportunity Employer. Applicants from the previously disadvantaged groups and people with disabilities will be given preference.

Kindly forward your CV to stephanie@albaraka.co.za