

SOUTH AFRICAN BOARD FOR SHERIFFS

SHAREPOINT ADMINISTRATOR

Remuneration: An all-inclusive package of: up to R252, 144.00 per annum based on experience.

The South African Board for Sheriffs (SABFS) is responsible for the maintenance of the esteem of, the enhancement of the status of, and the improvement of the standard of training of and functions performed by sheriffs, in a manner that enhances access to justice.

The Board seeks to appoint a progressive, service-oriented and results driven individual to oversee the SharePoint Server infrastructure, user access and application maintenance. Support the installation, configuration, security, operation, and maintenance of all web portal servers, equipment, and software related to SharePoint infrastructure.

Key Performance Areas

- Install and configure SharePoint Infrastructure;
- Troubleshoot functional and technical incidents occurring within SharePoint;
- Plan and design improvements to SharePoint performance as directed;
- Plan and execute SharePoint end user training;

Key competencies, skills and attributes

- Monitoring and capacity planning specific to SharePoint;
- Proven problem solving, change management and technical planning skills;
- Ability to juggle multiple projects while meeting deadlines;
- Apply programme priorities according to documented standards and expectations;
- Ability to identify problems that will undermine the effectiveness of the programme'

Qualifications & Experience

A relevant certificate in:

- MCITP: SharePoint Administration 2010;
- MSCD.net 2005 or above.

Experience

- BS/BA –in IT related area
- MS SharePoint 2007 or 2010 installation, configuration, and troubleshooting experience;
- 5+ years of experience with SharePoint & SQL server administration;
- 5+ years' experience with .Net Development & COM+;
- Microsoft office integration & document management experience

Note: The preferred candidate(s) might be subjected to a competency assessment, security clearance and qualification verification.

A letter of application, together with Curriculum Vitae and certified copies of qualifications, should be submitted to:

For more information please consult our Website: www.Sheriffs.org.za/vacancies.htm

E-mail: bluthuli@sheriffs.org.za

Closing date: 12h00 Wednesday 07 August 2013