

## SYSTEMS AND DATA SPECIALIST

### RESPONSIBILITIES:

#### Support:

- Support departments with system-related queries.
- Assist with report creation, interpretation and, where necessary, restructuring of data.
- Be involved in strategic planning and design of development specification.

#### System diagnostics and repair:

- Diagnose system-related problems and, where necessary, resolve or escalate the problem to the relevant system providers.

#### Statistics:

- Compile and report on system-based statistics.
- Develop forecasts based on system data.
- Monitor performance and manage parameters to provide fast responses to front-end users.

#### System administration:

- Create and manage system user profiles.
- Administer internal system(s) configuration.
- Perform report administration.
- Perform data administration.

#### Database administration:

- Maintain and optimise databases.
- General access management.
- Implementation of new databases.
- Ensure storage and archiving procedures are functioning correctly.
- Writing database documentation, including data standards and procedures.
- Create data that adheres to and maintains data standards.
- Ensure update scripts and stored procedures are maintained and executed timely.

#### Team management:

- HR management, performance tracking and team feedback.
- Daily operational involvement.
- Employee and culture development and mentoring.

#### Communication and management reporting:

- Addressing and escalating platform issues.

### REQUIREMENTS:

- Grade 12
- Bachelor's degree in IT and/or data-related MCSE.
- Minimum of five years' experience in a related field.
- Database/Systems/IT.

#### Essential computer skills:

- MS Office
- MS SQL Server (RDBS)
- MS SQL Server Management Studio

**Suggested computer skills:**

- MS SQL Server (entire suite)

**Language proficiency:**

- English: Essential
- Afrikaans: Essential

**Other requirements:**

- Be willing to work after hours.
- Willing to travel.
- Analytical skills.
- Database design.

Salary is market related.

Please send your CV stating the job title in the subject line to [recruitment@futurelearn.co.za](mailto:recruitment@futurelearn.co.za)