https://udcorp.co.zw/job/information-and-technology-it-administrator/

Information and Technology (IT) Administrator

Description

The Urban Development Cooperation (UDCORP) is a leading organization focused on sustainable urban development, working to improve the quality of life for city residents. (UDCORP) under its mandate of encouraging and assisting Local Authorities in planning urban and development as well as improving the standard of living of the general populace of Zimbabwe. UDCORP is seeking a highly skilled and motivated IT Administrator to manage and maintain our IT infrastructure, ensuring seamless operations and supporting our mission.

- **Location:** Harare
- **Job Type:** Full-time
- **Reports to**: Procurement and Administration Manager.

Responsibilities

1. IT Infrastructure Management

   Maintain and upgrade hardware, software, and network systems.
   Ensure server, workstation, and peripheral equipment functionality.
   Regularly monitor and maintain IT systems to ensure optimal performance and security, addressing issues proactively.

2. Network Administration

   Configure and manage network devices, firewalls, and VPNs.
   Monitor network performance and troubleshoot issues.

3. Cybersecurity

   Implement and maintain security measures to protect against cyber threats.
   Conduct regular vulnerability assessments.

4. User Support

   Provide technical assistance to staff.
   Resolve hardware and software issues.
   Provide training and support to staff on IT systems and applications, ensuring staff are equipped to use technology effectively.

5. Data Management

   Manage data backups and recovery processes.
   Ensure data integrity and compliance.

6. Communication Systems

Administer email, phone, and collaboration tools.
Ensure seamless communication.

7. IT Projects

   Participate in IT projects, implementing new technologies.
   Collaborate with external partners.

8. Administrative Duties.

   Carrying out administrative duties besides IT work as and when called upon is a must.

Qualifications

1. Bachelor's degree in Computer Science, IT, or related field.
2. 3+ years of experience in IT administration.
3. Proficiency in:

   Windows Server, Linux, and VMware.
   Network protocols (TCP/IP, DNS, DHCP).
   Cybersecurity best practices.
   IT service management tools (e.g., Helpdesk).

4. Excellent problem-solving and communication skills.

Desirable Qualifications

IT certifications (MCSE, CCNA, CompTIA Security+).
Experience with cloud services (AWS, Azure).
Knowledge of database management.

Date posted
March 20, 2025

Contacts
Interested candidates should submit their CV, cover letter, and academic transcripts
to recruitment@udcorp.co.zw. Please clearly indicate the position you are applying for in the subject line of your email. Application deadline, 25 March 2025

Urban Development Corporation
https://udcorp.co.zw