



## **EXCELLENT CAREER OPPORTUNITY**

ZEP-RE (PTA Reinsurance Company) is a specialized institution of the Common Market for Eastern and Southern Africa (COMESA) established to service and develop the needs of the insurance and reinsurance industry. ZEP-RE does business in the whole of Africa and beyond. We are seeking to recruit a high caliber and results-oriented professional to create growth, capacity, and competitive advantage in our business in the capacity of ICT Specialist.

### **REF NO. AU/HR/ICT 001 – ICT SPECIALIST**

#### **THE ROLE**

Reporting to the ICT Manager, the ICT Specialist will assist the ICT Manager in effecting the mandate of the ICT function. He/She will specifically be responsible for: -

- Bringing best practices in the ICT Department;
- Providing ICT support to users in all Departments;
- Vetting and updating ICT procedures and documents to ensure that they meet global standards;
- Drawing up and/or reviewing the Information systems strategy;
- Reviewing the hardware and software requirements of the company;
- Developing and reviewing user manuals for both existing and new systems;
- Administering the company's local area network, Wide Area network and WIFI, Windows Server 2008r2 & 2012, Windows 7,8 and 10 operating system, VMware VSphere server virtualisation, Cloud E-mail and Internet services, Reinsurance system (SICS), Human Resource & Payroll system, Investment system, and Sun systems and any other systems;
- Administering Oracle 12c and Microsoft SQL server 2012 Relational Databases.
- Training users on existing and new systems;
- Handling all new installation changes to set-ups, implementing patches to systems, customizing and upgrading software;
- Setting up the necessary security measures to protect the network and software modules installed;
- Ensuring proper maintenance of the company's hardware and software systems
- Maintaining and updating ZEP-Re's website.
- Any other duties that you may be assigned from time to time.

#### **THE PREFERRED CANDIDATE**

- The preferred candidate should have:
- An ICT Degree from a recognized University; An MSC IN ICT will be a critical advantage.
- Computer fluency in MS Office suite plus other Insurance/ Reinsurance packages;
- At least 2 years' experience in post graduate upgrading in computer technology;
- Innovative application in development of computer software;
- Excellent IT admin skills;
- Be a team player;

Candidates who meet the above requirements should submit applications, attaching a detailed CV with personal details of e-mail, telephone, **current remuneration** and three referees by 05:00 p.m. Friday 10 March 2017 to:

[recruitment@zep-re.com](mailto:recruitment@zep-re.com)

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**