

ACTOM HIGH VOLTAGE EQUIPMENT	SUBJECT	DOCUMENT No: JD121
	ACTIVITY PROFILE: IT/ERP SYSTEM ADMINISTRATOR	REVISION No: 00
		WRITTEN BY: SK
		APPROVED AND DATED: 24/04/2023

1.0 SCOPE

All functions, duties and responsibilities of an IT/ERP System Administrator:

2.0 PURPOSE

To define the position of the incumbent.

3.0 POSITION

IT/ERP System Administrator.

4.0 DEPARTMENT

Finance Department - High Voltage Equipment

5.0 RESPONSIBLE TO

Reports to Financial Exec

6.0 ORGANOGRAM

Yes

7.0 EXPERIENCE REQUISITES (MIN)

- Matric
- Tertiary education related to production and operations management
SYSPRO certification (Finance, Manufacturing, Distribution, Administration, VB Scripting)
- Microsoft SQL Server (including SSRS)
- Unendorsed drivers' licence

8.0. SKILLS AND EXPERIENCE

- 3 years' experience in a distribution environment
- Understanding of accounting
- 3 years' experience as a Syspro Administrator
- SYSPRO 7 & 8 implementation and administration

ACTOM HIGH VOLTAGE EQUIPMENT	SUBJECT	DOCUMENT No: JD121
	ACTIVITY PROFILE: IT/ERP SYSTEM ADMINISTRATOR	REVISION No: 01
		WRITTEN BY: SK
		APPROVED AND DATED: 24/04/2023

- Basic SYSPRO customisation (including e.Net, SRS and VB scripting)
- Basic Translution development, implementation, and support
- Implementing BI solutions
- Advanced Microsoft Office skills
- Formal approach to project management and documentation
- Formal approach to change control management (system development and reporting)

8.0 AUTHORITY

This position will have direct access to confidential information that should not be disclosed directly or indirectly to others for any other purpose than to perform the essential duties of this position.

9.0 RESPONSIBILITIES/ACCOUNTABILITIES

- Upgrading SYSPRO to the latest version at operations in the group
- Direct and advisory support for SYSPRO and ancillary systems to Electrical Products, with assistance from SYSPRO partners and other 3rd party vendors
- Provide job-specific (customized) SYSPRO training for end-users
- Assess the use of SYSPRO at operations and implement changes where processes are not in line with expected operational business processes
- Review business requirements and then implement solutions for improving the use of SYSPRO and introducing more efficient ways of working with SYSPRO in line with Actom group policies.
- Keep up to date with current developments in SYSPRO and related technologies
- Use SRS, SSRS, SQL, etc to maintain existing and develop new reporting solutions for SYSPRO and ancillary systems
- Implement Business Intelligence solutions to meet management requirements
- Comply with and implement group policies
- Work on multiple projects simultaneously, managing internal staff and 3rd party vendors, and proactively report to leadership on progression against tasks

10.0. EXPECTED PERSONALITY TRAITS

- Work well independently and as part of a team
- Engage with staff at all levels
- Time management skills
- A dedicated approach to meeting deadlines consistently
- Problem solving and troubleshooting skills
- Willing to spend time researching and improving knowledge
- Must have excellent command of English, both written and verbal

ACTOM HIGH VOLTAGE EQUIPMENT	SUBJECT	DOCUMENT No: JD121
	ACTIVITY PROFILE: IT/ERP SYSTEM ADMINISTRATOR	REVISION No: 01
		WRITTEN BY: SK
		APPROVED AND DATED: 24/04/2023

- Attention to detail, analytical and process orientated
- The ability to work in a high-pressure environment, requiring both speed and accuracy in the execution of daily duties
- Ability to accept and adapt to continuous process improvements and change
- Willing to travel

11.0. SHEQ MANAGEMENT (ISO9001, ISO14001, ISO45001)

Responsible for adhering to the requirements of abovementioned systems as directed by the SHEQ Management System (which includes relevant legislation, Policies, Procedures, Work Instructions, specifications, etc.)

Reviewed by:

.....

Accepted by:

.....

Authorised by:

.....