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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | NETWORK AND TELECOMMUNICATION SPECIALIST |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of a network and telecommunication specialist entails eliminating problems that arise in the telecom network and suggesting solutions for the smoother and efficient functioning of the system. It also consists of setting project objectives, standards and milestones for building, upgrades and expansions plans. |
| QUALIFICATIONS & REQUIREMENTS: | * A bachelor’s degree in a computer-related field or equivalent;
* Ability to determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes;
* Ability to give full attention to what other people are saying, and to identify complex problems and review related information to develop and evaluate options and implement solutions.
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| COMPETENCIES: | * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Integrity — Job requires being honest and ethical.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
* Analytical Thinking — Job requires analysing information and using logic to address work-related issues and problems.
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| TASKS: | * Collect, examine data and send along relevant information;
* Develop design requirements and accordingly adapt and change the telecommunications network engineering approaches;
* Identify and evaluates different options and choose the right course of action to solve the hitch;
* Lead the design, specification, configuration, installation, and maintenance of local area network hardware, software, and telecommunications services;
* Make recommendations regarding company-wide phone system upgrades and implement network security at the corporate level;
* Manage telephone system on a company-wide basis;
* Monitor system health and availability for the corporate, development, production, and disaster recovery environments;
* Prepare cost and benefit, feasibility and impact studies of any new network software or hardware to be used;
* Provide adequate infrastructure to the development team by managing telecom contracts and establishing disaster recovery plans;
* Recognise necessary network improvements and make suggestions to IT director.
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |