

LESOTHO TOURISM DEVELOPMENT CORPORATION

Lesotho Tourism Development Corporation (LTDC) invites applications from suitably qualified Basotho candidates for the following position:

Department : **Finance and Administration**
Job Title : **Information Technology Administrator**
Reports to : **Head Finance and Administration**

Purpose

To manage and control Information Technology related services and ensure that the Corporation is abreast with the latest IT standards. To ensure optimal functioning of the LTDC data center and corporate ICT services.

Key Tasks and Responsibilities

- Provide administration of LTDC Servers: Domain controller and Files servers, internet, web server, Anti-virus server and e-mail server for effective use and continuous availability.
- Develop, implement, and monitor IT policies and procedures to ensure adherence by users.
- Plan and implement network security, including building firewalls, applying cryptography to network applications, managing host security, file permissions, backup and disaster recovery plans, file system integrity, and adding and deleting users.
- Liaises with departmental users to assist with analysis of systems and business processes.
- Identify utilization patterns and their effect on operation, system availability and performance expectations.
- Ensures that user problems involving hardware, software peripherals or network components are managed and resolved in a timely, professional manner.
- Develops and maintains LTDC'S Internet and Intranet web sites and maintain the same.

- Liaising with software and hardware vendors for technical assistance and services.
- Assists the Head of department in developing departmental plans and budget.
- Produce activity reports for submission to management committee regarding IT related issues.
- Develops and conducts in-house IT training for all users and assist users in maximizing use of networks and computing systems.
- Perform IT procurement to enhance IT systems for better service delivery.

Qualifications and Skills

A Bachelor of Science Degree in Information Technology or computer science.

Professional Experience

At least 4 years experience in performing the following: network administration, ICT Systems Development and Management, financial application support, Server room software and hardware support, SQL database, PHP, Visual Basic.net, Microsoft windows servers: MS serve 2008, Exchange Server 2007 and Networking

Basic Knowledge of :

- Pastel Evolution or any Accounting Management System
- Crystal Reports
- VIP System
- Photoshop and Flash

Personal Attributes

- Good interpersonal and communication skills
- Good analytical skills
- Enthusiastic and self driven

Applications accompanied by detailed CV, names of two referees, certified copies of educational certificates and transcripts should be submitted to:

Manager Human Resources
Lesotho Tourism Development Corporation
Corner: Linare and Parliament Roads
P.O. Box 1378
Maseru 100

Deadline for submission of applications is Friday 12th March,2010