



Patents and Companies Registration Agency

EMPLOYMENT OPPORTUNITIES

The Patents and Companies Registration Agency (PACRA) is a corporate body established under the PACRA Act No. 4 of 2020.

The Agency is inviting applications from suitably qualified, dynamic, self-motivated, pro-active, and experienced persons to fill the position of Network Administrator.

NETWORK ADMINISTRATOR – 1 Position

Grade: P4

REPORTS TO: Systems Analyst for Infrastructure and Operations

Job purpose

To effectively manage the network and telecommunications infrastructure in PACRA by designing, implementing, and maintaining network infrastructure improvements. The role is responsible for ensuring network administration, monitoring and managing network connectivity, telephony, videoconferencing and security.

Primary Responsibilities

- Design, install, configure, and maintain network systems (LAN, WAN, Wi-Fi, VPN)
- Monitor network performance, troubleshoot network problems, and resolve incidents
- Manage network security measures, including firewalls and anti-virus software
- Implement backup and recovery procedures for network systems
- Plan and implement software and hardware upgrades to ensure network stability and security
- Develop and maintain network documentation, diagrams, and processes
- Communicate with users to understand their needs and resolve their ICT issues

Skills Requirements

- Analytical mindset and good problem-solving skills
- Highly organised and responsible.
- Excellent knowledge of Server and Desktop architectures
- Requires minimum supervision and is self-motivated
- Ability to work in a fast-paced and dynamic environment
- Strong knowledge of network protocols (TCP/IP, DNS, DHCP) and network security
- Proficiency in network management tools

- Excellent verbal and written communication skills.
- Excellent problem-solving skills

Academic Qualifications and Experience

- Full Grade 12 Certificate.
- Bachelor's Degree in Computer Science, Information Technology, or its equivalent.
- Three (3) years of relevant experience.
- Certification in CCNA will be an added advantage.
- Must be a member of the Information Communications Technology Association of Zambia (ICTAZ).

Terms and Conditions of Service

Attractive Terms and Conditions of Service of the Patents and Companies Registration Agency shall apply for the position.