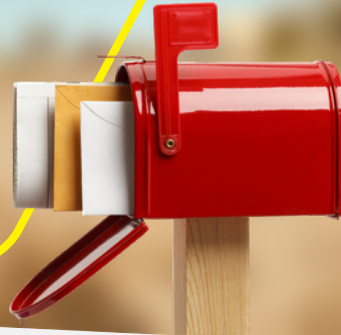


CAREER OPPORTUNITY



Botswana Post is on a journey to excellence with the aim to build a high performance and people centered organization that is fit-to-serve and fit-to-grow. The organization invites suitably qualified, innovative, results orientated and self-driven individuals to apply for the position described below and join a team of professionals to drive service excellence.

TEAM LEADER IT SUPPORT- SYSTEMS ADMINISTRATOR – BPS 33/2/1 VOL.1 (61)

JOB SUMMARY

Administer and maintain BotswanaPost's server, systems, and platform environments spanning on-premise, virtualized, and cloud infrastructure – in support of the organization's digital-first strategy, including the digital wallet and core business systems.

You will ensure day-to-day system availability, security, and performance, while building capability in modern platform and cloud administration practices as BotswanaPost's technology estate continues to modernize.

The position reports to **IT Platforms & Systems Manager**

POSITION REQUIREMENTS

Key Responsibilities;

1. SYSTEMS ADMINISTRATION & SUPPORT

- Install, configure, and maintain server operating systems (Windows Server, Linux) supporting business applications and platforms
- Perform routine system maintenance, including patching, updates, and capacity monitoring, to ensure platform stability and uptime
- Administer user accounts, access rights, and directory services in line with security policy
- Provide second-line support for system and platform incidents, escalating complex issues to the Platform & Systems Manager

2. SECURITY, CLOUD & PLATFORM ENABLEMENT

- Implement and monitor system security controls, including endpoint protection, backup, and patch compliance
- Support the administration of cloud and hybrid infrastructure components as BotswanaPost's platforms migrate to modern, containerized environments
- Assist in the deployment and monitoring of applications running on virtualized and cloud-hosted platforms
- Support disaster recovery testing and execution for systems under your administration
- Implement & support enterprise messaging technologies (GWS, Microsoft etc)

3. COMPLIANCE & CONTINUOUS IMPROVEMENT

- Maintain accurate system documentation and configuration records for audit and compliance purposes
- Contribute to automation of routine administration tasks (scripting, basic Infrastructure-as-Code) to improve operational efficiency
- Participate in knowledge-sharing and skills development to build capability in modern platform and cloud administration practices

COMPETENCIES;

- Strong Technical and Troubleshooting Skills
- Attention to Detail
- Strong Communication and Interpersonal Skills
- Time Management
- Analytical Thinking
- Assertive, Proactive and Decisive
- Team Player
- Customer Service Orientation

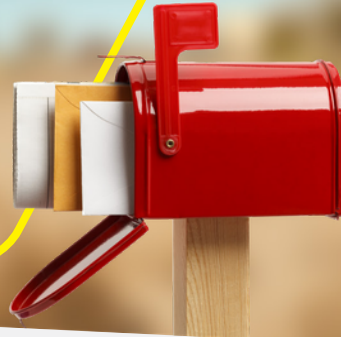
QUALIFICATIONS & EXPERIENCE;

- Bachelors degree in Computer Science, Information Technology, or related field.
- Microsoft, Linux, or cloud fundamentals certifications (MCSA, RHCSA, AWS/Azure/GCP Fundamentals) an added advantage.
- Minimum 4 years experience in a systems administration or IT support environment.
- Hands-on experience administering Windows Server and/or Linux environments, including patching, backups, and user administration.
- Exposure to virtualization, cloud platforms, containerization (Docker, Kubernetes), or basic scripting/automation is an added advantage.

BENEFITS;

BotswanaPost offers attractive salaries and benefit packages that are commensurate with qualifications and experience.

CAREER OPPORTUNITY



APPLICATION INSTRUCTIONS;

Only candidates who meet the above requirements need to apply by enclosing an application letter, detailed curriculum vitae, copies of certified certificates and Omang/ID to:

**Chief Human Capital Officer
BotswanaPost
P.O. Box 100
Gaborone**

OR email a complete application to:
recruitment@botswanapost.co.bw clearly stating the position applied in the subject box.

All applications must be submitted on or before **29th of September 2026**.

NOTE: Please note that we only contact shortlisted candidates.