

**JOB TITLE** : **SAP BASIS SPECIALIST**  
**REPORTS TO** : **MANAGER IT APPLICATIONS**  
**BUSINESS UNIT** : **IT**  
**LOCATION** : **HEAD OFFICE: PRETORIA**  
**POSITION STATUS** : **PERMANENT**  
**POSITION GRADE** : **D2 (L5/6)**

#### Purpose of the Job

As an SAP Basis Specialist, your role will involve installing, configuring, and maintaining the SAP system landscape. Managing SAP application servers, databases, and related infrastructure components to ensure high performance, availability, and security. Monitor system health, apply patches and upgrades, troubleshoot issues, and implement best practices for SAP system administration. Work closely with other IT teams and business stakeholders to support SAP applications and contribute to the overall success of our organisation's IT landscape.

#### Job Responsibilities

- Support/perform SAP Basis Administration activities such as ID creation and transporting objects to different systems.
- Work closely with the functional team and business stakeholders to understand their pain points and requirements.
- Look into and troubleshoot SAP Basis related issues.
- Install, configure, maintain, migrate or upgrade the SAP systems as required.
- Identify and/or respond to identified problems on the SAP application.
- Perform Setup and Configuration of Solution Manager in order to monitor & administer the SAP systems.
- Document SAP processes, procedures, and plans; including changes, upgrades.
- Perform regular maintenance and performance Tuning for Database and SAP systems.
- Develop standard operating procedures for SAP.
- Resolve audit queries.
- Provide system health checks.
- Provide support for Disaster Recovery and DR test as required.
- Support Oracle database.
- All the above roles interface with:
  - Application Testers
  - Security Engineers
  - Change Management
  - Release management.
  - IT Production Services
  - IT Applications support
  - Project teams

#### Qualifications and Experience

- Bachelor's degree in IT or equivalent work experience, SAP ECC Certification, SAP S/4HANA Certification - Preferred
- 5 years' experience in SAP BASIS support
- Experience working in the banking industry or consulting will be advantageous.
- Technical experience Oracle, BPC, BI-Java and SAP Strategy Management
- Experience in supporting SAP's ERP, CRM, Mobile infrastructure, record management, Enterprise portals, and PI

#### Knowledge and understanding of:

- SAP ECC & S/4HANA
- Oracle DB
- In-depth understanding of SAP modules that are used in the SAP ECC 6.0
- General understanding of Information Technology Infrastructure Library (ITIL) service delivery methodology
- Working knowledge of SAP and the integration points with other SAP modules and third-party systems
- Banking

#### Skills and Attributes

Extensive risk management and compliance skills, Excellent fraud risk management skills, Application of Forensic investigation techniques  
High level of emotional intelligence, Business Intelligence, Organisational awareness, Adaptability to change, Learning Agility, Initiative, creativity and Innovation, Critical Thinking, Decision Making, Knowledge Management, Managing and developing others, Relationship Building, Resilience, Strategic Thinking, Customer and Client Orientation

#### How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to [RecruitmentSN@postbank.co.za](mailto:RecruitmentSN@postbank.co.za) Please indicate in the subject line the position you are applying for. To view the full position specification, log on to [www.postbank.co.za](http://www.postbank.co.za) and click on Careers.

#### Closing Date

**06 May 2024**

## Disclaimers

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