



JOB TITLE: System Administrator: Postpaid Billing

Dar Es Salaam, Tanzania, United Republic of

Job Description

What you'll do

Role Purpose

The System Administrator: Postpaid Billing shall provide technical expertise in the delivery of Billing, Roaming Partner Relationship Management and Subscriber Profiles Administration to Vodacom Postpaid customers.

The role is responsible for the Administration and Support of post-paid customers and Roaming Partner Relationship Management (PRM) system, Perform Bill run, invoice signing, bill posting to ERP, invoice extract, Roaming Partner configuration and management and Tap files Administration.

Key accountabilities and decision ownership

The person in this role will be responsible for the following;

- Daily checks on files collected and distributed to the PostPaid billing system, checking for data completeness and accuracy of the BillRun, checking rating charges. Identifying, prioritizing, investigating & analysing PostPaid billing issues and monitoring the issues that need to be fixed up to their closure and Proposing measures to be implemented to avoid re-occurrence of any issue.
- Verify the completeness of TAP files collection & distribution, processing and accuracy of TAP rates and Liaise with clearing house on all issues relating to TAP files.

- Verifying the accuracy of data before BillRun, perform BillRun and posting to financial systems, checking invoice/statement/Itemised bill layout, printing and delivering the bills as per their respective channels.
- Manage PostPaid and roaming tariffs and Support Systems development & documentation as per Design & Development methodology.
- Provide Billing Systems user support, Maintaining inter-departmental SLAs and Maintaining Departmental Procedures.

Who you are

Core competencies, knowledge and experience:

- Excellent Technical and Analytical Skills
- Excellent problem-solving abilities
- Actively manages own personal and professional growth.
- Excellent communication skills and team player
- Detail oriented and able to apply critical thinking whilst operating with precision.

Must have technical / professional qualifications:

- Bachelor's Degree in Computer Science/ Computer Engineering/ Information Technology.
- 1-3 years' experience in the telecommunication/ IT environment with good knowledge of Mobile and Fixed services
- Working knowledge in Unix systems and Databases – Oracle, MySQL
- Prior Experience in GSM and fixed services provisioning and billing is an added advantage

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