

Position: SAP Basis Administrator
Period: Permanent
Department: Enterprise Management Services
Reporting to: SAP Application Manager
Location: Cape Town, Bellville (Hybrid)

Purpose:

Pepkor NexTech is a dynamic IT company that delivers value-driven IT solutions to the Pepkor group. We are focused on creating value - simplified. Our work lives revolve around our DNA. We take pride in our work, treat our colleagues, partners, and our country with respect. We exercise collaborative decision-making and believe in work-life balance. We achieve this all while having fun and enjoying what we do.

About the Role:

Pepkor has successfully implemented SAP S/4HANA Finance, SAP Solution Manager, SAP Business Technology Platform (BTP), SAC and SAP Datasphere. We are seeking a highly skilled and experienced **SAP Basis Administrator**. The ideal candidate will have 3-5 years experience with a passion for SAP Basis Administration. Attention to detail and an analytical mind are essential qualities for a successful career in Basis Administration.

Responsibilities

- Work with the current SAP Basis team to support the administration of SAP environments (S/4HANA, Fiori, Datasphere, Solution Manager, SAP BTP, SAC, Group Reporting, etc.).
- Plan, implement, and manage SAP installations, upgrades, patching, and migrations.
- Manage system backups and disaster recovery procedures - understand service provided by the 3rd party vendors.
- Monitor system performance, tune SAP systems, and ensure high availability.
- Coordinate and support transport management, backup and recovery, system copies, and refreshes.
- Collaborate with 2nd line support (former CoE), functional, development and 3rd party vendors (Kamoeba, NTT, etc.) teams to ensure seamless SAP operations.
- Support the security team in the management and maintenance of user roles, authorizations, and security.
- Conduct regular system health checks and maintain documentation for IT audits and compliance.
- Support SAP infrastructure on cloud and on-premise environments (e.g., AWS, Microsoft Azure, GCP, etc.).
- Serve as the technical point of contact for SAP-related (Basis) issues and projects.
- Ensure compliance with IT policies, procedures, and change management practices.
- Provide SAP Basis technical expertise and support to project teams.

Qualifications and Experience:

- Bachelor's degree in Computer Science, Information Technology, or related field.
- Minimum of **3-5 years** of experience in SAP Basis administration.
- Hands-on experience with SAP S/4HANA, SAP HANA DB, and/or NetWeaver platforms.
- Strong knowledge of SAP NetWeaver architecture.
- Familiarity with SAP Solution Manager, SAP Fiori, and integration technologies (BTP).
- Knowledge of SAP installations, upgrades, transport management, and system performance tuning.
- Knowledge of cloud platforms and SAP on Cloud architecture (AWS, Azure, GCP).
- Proficiency in operating systems (Linux, Windows) and databases (HANA, ORACLE) virtualization technologies.
- Some experience in large-scale SAP transformations and migrations (advantageous).
- Knowledge of system change management processes preferably using JIRA and/or SAP Solution Manager.

Competencies & Skills:

- High attention to detail
- An analytical mindset and critical thinking.
- Results orientation.
- Excellent problem-solving and communication skills.
- Stress tolerance.
- Decision making.
- Problem solving.
- Pro-activity.
- Ability to build a trusted environment.
- Committed to excellent customer service.
- Delivering the highest possible quality of work.

APPLICATION PROCESS

If you are interested in the above position and meet the requirements indicated above, please submit your CV to vacancies@pepkorit.com REF: SAPBADMIN

Alternatively, you may apply directly on our current careers website: <https://pepkorit.com/careers>. Please note the new website link, <https://pepkor-nextech.com/job-listings/sap-basis-administrator>, is currently in progress for direct application submission.

Pepkor NexTech strives for equal opportunity in terms of its employment equity guidelines. By submitting your application, you are giving Pepkor NexTech implicit consent to the storage and processing of your personal information. If you do not hear from us within 3-4 weeks of the closing date of this position, please regard your application as being unsuccessful.

Closing date for applications: 4 September 2026