

JOB DESCRIPTION	
Job Title:	Server Administrator
Reports To	IT & Systems Manager
Department/Unit:	IT
Purpose	Responsible of managing and monitoring the performance of Servers at our data centers in addition to supporting all the computer hardware and software systems (i.e PC's, Laptops, printers, scanners, UPS, etc). This also includes activities such as the deployment of Servers, PCs, Laptops, Printers, Scanners etc.
Responsibilities	<p>Key responsibilities</p> <ul style="list-style-type: none"> • Implementation and management of virtual Servers using VMware tools; • Capacity planning and resource management at our Datacenters; • Ensuring high availability of Servers through implementation of appropriate technologies; • Ensuring that Servers are patched as required to avoid possible exploitation of existing vulnerabilities; • Performing routine Server backups and restorations; • Management of Operating Software on Servers and client stations (PC's & Laptops); • Keeping the software up to date: upgrades, updates, patches, etc; • Supervision of preventive maintenance tasks carried out by authorized Vendors; • Ensuring that both LIVE and DR sites are physically well protected; • Planning the introduction of the new systems with developers, vendors and users; • Preparing the infrastructure needed by the users: new PCs, connections, UPS power, access privileges, etc; • Ensuring that Servers / PC system configuration documentation is available and up to date; • Responding to all user queries such as questions, error reporting, ad hoc support, risk event documentation Etc; • Management of Server / PC software licenses; • Train users on how to backup documents locally and through the network; • Assist users on implementation of local security measures.

Competencies and Experience	<ul style="list-style-type: none"> • Thorough knowledge of Windows server / VM ware / EMC storage environment administration; • Practical experience in installation of Servers, VM instances, Active Directories, Mail Server etc; • Ability to work autonomously; • Good interpersonal skills; • Strong problem solving and analysis skills; • Responsibilities may require evening and weekend work in response to needs of the systems being supported; • Ability to install and administer computer systems; • Effective written communications skills; • Customer oriented and excellent service standards; • Excellent problem solving skills; • Good change management skills; • Excellent interpersonal skills; • Works well under pressure; • At least 3 years relevant experience.
Education	<p>At least a Bachelors' Degree in Computer Science, Information Technology or related field with strong Server focus.</p> <p>Professional qualifications – VMware certification and CCNA will be an added advantage</p>