

IT SYSTEM ADMINISTRATOR JOB DESCRIPTION

Duties and Responsibilities

- Responds to infrastructure service requests escalated from the IT Service Desk as second tier support
- Coordinates and conducts routine application and operating system patches as released by the vendor and as approved by the IT Manager
- Creates, tests, and deploys standardized server computer operating system images in accordance with corporate architecture standards
- Assists in the maintenance of the server and network hardware located in the local and remote office data closets
- Responsible for conducting and verifying corporate data backup
- Oversight of the corporate automated network monitoring solution in coordination with the owners of the monitored systems and applications
- Reports and coordinates activities with senior Infrastructure Engineers
- Responsible for maintaining physical inventory and asset control of Infrastructure devices and equipment including requisition, receipt, deployment, and disposal
- Creates and maintains reports for the IT Operations Committee
- Project-related tasks as scheduled by IT Manager
- Continually improves skills in current technology and adds appropriate skills as required to support new technology
- Aids in end user training
- Other duties as assigned

Knowledge, Skills, and Abilities

- Bachelor's Degree in ICT/Computer Science
- At least 5 years of working knowledge of Windows 2008/2012/2016 Server, Hyper-V Virtualization, network concepts, Windows 10 and Windows 7 PC Operating systems desktop applications (MS Office, etc.)
- At least 5 years experience with administering and maintaining Windows Active Directory
- At least 5 years experience with Active Directory (AD) and Group Policy Objects (GPO)
- At least 3 years experience with Microsoft System Center Configuration Manager (SCCM) for software patching and operating system deployments
- Knowledge of Office365 administration: Exchange Online, SharePoint Online, OneDrive for Business, Skype for Business, etc
- Knowledge of windows backup & restore system
- Knowledge & Hands-on experience on Linux Operation system
- Strong understanding of computer backup and recovery systems, technologies and methodologies
- Strong understanding of standardized operating system and application patching methodologies

- Advanced working knowledge of PC compatible hardware and software configurations
- Strong working knowledge of network topologies and protocols
- Excellent organizational, analytical, and problem solving skills
- Ability to establish and maintain effective relationships with other management staff, employees, and outside contacts
- Ability to independently perform complex maintenance tasks in a timely manner
- Ability to effectively communicate verbally and in writing with personnel at all levels within the organization, as well as outside vendors/contacts
- Ability to prioritize work and handle multiple tasks, both long and short term, simultaneously in a fast paced, diverse and growth-oriented environment
- Ability to identify deficient processes/procedures and to develop and recommend solutions
- Ability to maintain a high level of confidentiality
- Ability to work under tight deadlines

Mode of Application

All applications should be sent to careers3@kprecruiters.co.tz not later than on **Thursday, 31st January 2019** with application subject “***Application for IT Administrator System***”

NOTE: Do not attach any other supporting documents. We need only CV for our preliminary short listing stage.

Recruiters

Kaparama Professional Recruiters Ltd

Website: www.kprecruiters.co.tz