TERMS OF REFERENCE (TOR)

Post: System Administrator
Vacancies: 01
Post Type: Full time
Reporting to: IT Manager

Overall Responsibilities:

The main objective of the System administrator is to maintain, upgrade and manage software, hardware, and networks of the corporation and ensure IT infrastructures runs smoothly and efficiently.

Key Tasks, Responsibilities and Deliverables:

- Lead a team with technician(s) to administer and maintain the networks, servers, desktop and helpdesk support efforts to ensure High Availability (HA) and High Performance for users.
- Install and upgrade computer components and software, manage servers, and integrate automation processes.
- Troubleshoot hardware and software issues by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues.
- Perform regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures.
- Administer and maintain Azure cloud infrastructure and other cloud-based solutions.
- Administering Microsoft Office 365 products: (SharePoint, OneDrive), Windows and Linux Servers.
- Work as the intermediate between information users and programmers by facilitating. requirements for local and wide area networking communication links between the parties.
- Install, configure, deploy, administer, and support necessary hardware and software for LAN and WAN infrastructures, including VMs, switches, routers, firewalls, and load balancers.
- Research, evaluate, design, test, recommend, and plan implementation of new or improved network hardware/software/devices.
- Inspect network, hardware and software for vulnerabilities and ensure all systems are up to date.
- Manage firewall, ICT protocols and serve as lead primary escalation point for firewall related issues and threats.
- Ensure high level of physical and network security through CCTV, access controls, backups, and firewalls.
- Responsible for capacity, storage planning, and database performance.
- Assists in orientations, training programs, and preparation of user training manuals on various network applications and policies.
- Assist in requirement identification, bids analysis.

- Perform any other duties that may be assigned from time to time.

Requirements and Qualifications:
- Minimum Bachelor's Degree qualification in Computer Science / System Administration / Information Technology/ Information security or other ICT related field with minimum 1 year experience in System Administration or in a related IT field. Or,
- Minimum Diploma qualification in Computer Science / System Administration / Information Technology/ Information security or other ICT related field with minimum 6 years' experience in System Administration or in a related IT field.

Other Competencies required:

- Good interpersonal skills and proven ability to work in a highly team-oriented environment.
- Strong commitment and willing to work outside normal working hours if required.
- Ability to lead a team and work independently.
- A demonstrated passion for learning new technologies and strong will to explore.
- Resourcefulness and problem-solving aptitude.
- Time management skills and able to prioritize the tasks.
- Ability to work under pressure and deliver project objectives.

Added Advantages:

- Cyber security related certifications will be an added advantage.
- Resourcefulness and problem-solving aptitude.
- Knowledge of system security, cloud services and data backup/recovery.
- Solid understanding of Windows Server Administration.
- Solid understanding of TCP/IP protocols.
- Solid understanding of virtualized environments.
- Solid understanding of Linux Administration.
- Experience in VMs and Cloud Infrastructure.
- Experience in firewall and server administration.
- Experience in system security and data backup/recovery.
- Experience in database management MSSQL, MySQL, No SQL solutions.
- Experience in the banking or financial services industry.

Remuneration Package:
- Gross pay between MVR 19000 – MVR 20000 depending on the Qualification and Experience.

Working Hours:
- The selected applicant will be required to work from 0800 to 1600 on weekdays.

Applications, together with (CV/resume, copy of academic certificates, Copy of National ID card, reference letters from current/previous employers supported by nonrelated referees should be submitted using the link: https://sdfcmv.aidaform.com/job-application-form-system-administrator before 16th May 2021, 13:00 hours. Only short-listed candidates will be notified.