

ICT OFFICER III (SYSTEMS ADMINISTRATOR), JG 7 - 1 POST (KPC/ADVT/16/2017)

Responsible for providing local and/or remote operational and maintenance support for the KPC Unix, Windows and Others Servers and in particular ensure 99.99% uptime of the Data Center Servers. Provide Computing Resources and Platforms whether virtualized or not for SAP ERP, Email and Internet Resources, Intranet and the Windows Server environments. The goal of this position is to maintain a stable systems environment with minimal downtime and maximum performance.

Key Responsibilities: -

- Plan, Design, Deploy, Optimize and Maintain KPC office automation environment.
- Plan, Design, Deploy, Optimize and Maintain KPC messaging infrastructure.
- Plan, Design, Deploy, Optimize and Maintain KPC Unix and Windows infrastructure.
- Implement group and security policies.
- Configure and maintain the KPC Intranet.
- Set up and maintain all server hardware and software as assigned
- Maintain and administer user accounts according to procedures
- Provide backup and recovery according to procedures, to prevent the loss of important information stored on the server
- Monitor and maintain maximum system performance levels
- Monitor system capacity making appropriate recommendations to management on hardware/software upgrades or additions
- Coordinate with Service Desk in providing support on server/LAN issues
- Perform other specific System Administration duties as defined in Working Practices
- Manage and secure user accounts
- Monitor tuning system performance, storage management, system security, print management, capacity management and network connectivity
- Provide secondary support to Regional IT support administrator
- Train end users with simple network troubleshooting techniques

Key Qualifications & Experiences

- Bachelor's degree in Computer Science or Electrical engineering
- Minimum three (3) years' post qualification experience in a related position.
- Full MCSE or SAP Basis or Sybase or Oracle or Unix certification is an added advantage.

Key competencies:

- Must have experience in the latest Unix Servers or Windows Server plus Active Directory or any LDAP based directory system.
- Experience in a virtualized environment with dynamic resource allocation and failover.
- Experience with Sybase Replication with Active Active configuration.
- Deep understanding of Windows Domain Services including DNS, DHCP, SMTP, etc.
- Detailed understanding of Microsoft Exchange planning, design, configuration, and maintenance and upgrading.
- Ability to work in dynamic high pressure environment and during odd hours.
- Understanding of Backups and Business Continuity is essential.