

Terms of Reference - System Administrator

Job purpose

Maintain and ensure maximum uptime of the data center and the security and integrity of the Bank's database

Key responsibilities

- Install, configure, and optimize operating systems;
- Install, test, and document security patches;
- Develop, test, document, implement and enhance backup and recovery procedures;
- Develop, document, implement and enhance applications change-management procedures and activities;
- Manage and administer all system users;
- Maintain and document all system users for audit trail;
- Monitor all software and hardware products and ensure compliance to Data Center standards and systems;
- Installation and maintenance of all hardware and software;
- Arranging for repair of hardware during hardware failures;
- Create filesystem;
- Install operating system, necessary flexcube files and other related software;
- Ensuring user activity are in compliance with Bank's IT policies and procedures;
- Administration and maintenance of all servers;
- Maintain software library and backup media library.

Areas of contribution

- Ensure that the database and the servers are up and running 24X7.
- Ensure the security and integrity of the data
- Secure the data center physically
- Ensure proper power and cooling is available in the data center

Knowledge required

Minimum Qualification:

- IT Graduate
- OEM Certification Operating system like:
 - for Windows,
 - Solaris,
 - HPUX 11i V3 and
 - Linux
- OEM Certification for Servers and storage like:
 - HP Integrity Server
 - HP Proliant servers,

- HP Blade Servers
- Sun Servers (RISC)
- Sun Servers (INTEL)
- SAN Storage with SAN switch (Both HP environment and Sun Environment)
- Clusters
- Tape backup and management

- Certified Data Centre Management Professional (CDCMP®)
- Oracle Certified Professional (OCP)
- Oracle Certified in RAC and Grid Infrastructure
- Oracle Certified in Data Guard

Skills:

- Excellent customer service skills, attentiveness, information retention, tact and diplomacy in dealing with both customers and employees.
- Mathematical skills.
- Strong communication & organizational skills.
- Detail oriented and high degree of accuracy.
- Competence with computers.

Experience: Should have worked in the relevant field for at least two to three years

Complexity & judgment

Responsible for providing 99.9% uptime of the datacenter including power, server availability and database security. Responsible for information and reporting to the supervisor regarding any complexities and issues.