JOB DESCRIPTION FOR SENIOR SYSTEMS ADMINISTRATOR

Title:	Senior Systems Administrator
School/Division:	Information and Communications Technology (ICT) Department
Reports to:	Principal Systems Administrator
Location/Campus:	SINU, Kukum Campus

1. SUMMARY OF DUTIES

To oversee and manage the DataCenter server and storage systems, as well as the Replication Storage and Disaster Recovery site to ensure stable, secure, and optimal system performance.

2. MAIN DUTIES AND RESPONSIBILITIES

2.1. DataCenter Management:

- Manage DataCenter server and storage configurations, upgrades, and security.
- Ensure that SINU Data Center servers and storage are properly configured, secured, maintained, and operational.

2.2. Replication and Disaster Recovery:

- Oversee Replication server and storage configurations, upgrades, and security.
- Manage Disaster Recovery server configurations, upgrades, and security for SINU's Disaster Recovery site.
- Plan, implement, and test backup and disaster recovery measures to ensure continuity of operations.

2.3. System Performance & Coordination

- Coordinate effectively with IT teams (including LMS, SMS, Library, Finance, and HRIS) to support and optimize system performance.
- Monitor system performance and implement necessary improvements or upgrades.

2.4. Security and Compliance:
- Implement robust security protocols and ensure adherence to industry best practices for all managed systems.
- Liaise with external vendors and licensing suppliers regarding service agreements and support contracts.

2.5. Project and Financial Management

- Assist in planning and budgeting for system upgrades, new implementations, and routine maintenance tasks.
- Manage projects related to server and storage enhancements, ensuring timely and effective execution.

2.6. Team Coordination and Leadership

- Provide guidance and supervision to the technical team.
- Foster a collaborative environment to ensure efficient troubleshooting, support, and incident management.

3. QUALIFICATIONS REQUIRED

3.1. Educational Background

- Bachelor's degree in ICT, Computer Science, or a related field.
- Minimum of 5 years of experience in systems administration with a proven track record in managing enterprise server infrastructure, Active Directory, and Email Exchange servers.

3.2 Desirable

- Relevant professional certifications (e.g., MCSE, VMware certification).
- Experience with enterprise systems, virtualization, Veeam backup and recovery processes, and systems integration.
- Knowledge of cloud technologies like Office365, Azure, AWS, and.SSO.

3.3 Skills and Competencies

- Expertise in Active Directory, DNS, DHCP server management, virtualization, and storage systems.
- Strong understanding of backup, disaster recovery, and systems integration.
- Proven ability to manage and troubleshoot modern server environments.
- Excellent project management skills with the ability to oversee multiple initiatives simultaneously.
- Sound judgment and strong problem-solving abilities with an unwavering focus on system security and performance.
- Effective communication skills to coordinate across multiple internal and external stakeholders.

3.4. Desirable Skills:

- Knowledge of Linux server installation, configuration, operation and maintenance.

JOB DESCRIPTION FOR SENIOR SYSTEMS ADMINISTRATOR

- The Senior Systems Administrator should be proactive, innovative, and dedicated to ensuring the continuous improvement of SINU's IT systems and overall operational stability.
- Must be willing to work after hours and on the weekends when necessary. The incumbent is required to be on a 24/7 callout to provide support for University ICT services.

TERMS AND CONDITION

The position is for five (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level for "Senior" positions. The contract is renewable subject to good performance.