



## Job Description

Functional Title	Sr. System Administrator	Grade	OG-II to OG-I
Division	Information Technology	Function	Information Technology
Location	Head Office	Job Type	Permanent
Reporting (Direct)	Manager	Reporting (Dotted)	-

### Position Summary:

A Senior System Administrator manages and optimizes an organization's IT infrastructure, including servers, networks, and security, by installing, configuring, and maintaining systems, troubleshooting complex issues, developing procedures, mentoring staff, and planning upgrades to ensure high availability, performance, and security of core business functions, often involving virtualization, cloud, and scripting.

### Key Responsibilities:

- System Management: Install, configure, maintain, and upgrade physical/virtual servers, network devices (firewalls, routers), operating systems (Windows, Linux), and applications.
- Performance & Security: Monitor system performance, implement security measures, manage user access, handle backups, and plan disaster recovery.
- Troubleshooting: Diagnose and resolve complex technical issues for hardware, software, and network infrastructure.
- Project Leadership: Lead IT projects, develop project plans, assess risks, and implement new technologies.
- Documentation & Policy: Create and maintain technical documentation, best practices, and network policies.
- Mentorship: Train and mentor junior system administrators and support staff.
- Vendor & Stakeholder Interaction: Collaborate with vendors, other IT teams, and business users.





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Position Specification(s):

Minimum Qualification	Minimum Bachelors preferably Master
Experience	4-6 years in relevant Experience
Competencies Required:	Proficient with Microsoft Office,

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Employee Name & Signature

\_\_\_\_\_  
Date:

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Dept. / Div. Head (Sign & Stamp)

\_\_\_\_\_  
Date:

