

## IT Administrator at Janta Kenya

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Company: JobWebKenya

Location: Kenya

Category: computer-and-mathematical

### Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); Janta Kenya is a HR Consultancy firm established with an objective of encompassing integral and necessary skills that most individuals and organizations need in everyday business. We have a team of professional HR consultants with extensive experience in all people management issues, and we are therefore well placed to offer advice for private, public and not-for-profit organisations.

### Responsibilities

To participate and manage implementation of business application software.

Work with team members across the organization to provide solutions and insights into improving the systems / applications environment.

Enforce policies and take actions to secure and protect the company computer system against threats like virus, spyware and other intrusions.

Administer all security technologies and functions that include (but not limited to); Antivirus, Spam ware, System Access control, intrusion detection systems, authentication processes, content filtering systems, application interface security, incident response.

Maintain a comprehensive list of IT assets for the assigned area, department.

Ensure the repair and/or restoration of failed hardware, applications, network connectivity, Internet within the assigned areas, department, branch or function.

Install, configure and maintain common systems such as desktops, laptops, printers, point of sale system, UPS and applications such as Windows Operating System, MS Office and Anti-virus

Manage access controls, permissions and roles of system users in the assigned systems such as Servers, Desktops, Active Directory and application systems.

Ensure availability and reliability of assigned hardware, network, servers, printers, infrastructure, applications and connectivity.

Perform backups, testing of backups and restoration of systems and data from backup of departmental.

Support, configure, monitor and administer all assigned systems, processes and functions.

Provide regular and accurate reports on various key aspects of assigned systems or responsibilities.

Perform corrective and preventive maintenance on IT equipment and software.

Perform system updates, upgrades, modifications and customizations with outside vendors, end-users, and IT resources.

Ensure that all calls/incidents are logged into the helpdesk system & addressed as per service level agreement.

Effectively participate in IT department planning, projects, reviews and service delivery requirements.

To perform any other duties as may be assigned by the head of section or department.

### **Skills & Qualifications**

Bachelor's degree in computer science or other computer related degree

At least 3 years' experience in a similar position, with a specific focus on technical and system administrative roles

Advance knowledge in linux/solaris based operating systems, MsOS, and windows server management

Demonstrated thorough understanding of Information security, networks, enterprise systems and capacity development

Professional Certifications will be a plus; CCNA, MSCE, MCITP or any other certifications deemed for the ICT field.

Working knowledge of Syspro ERP

Working knowledge of laravel, php and Gninx

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