**IT Systems Administrator**

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Company: Fuzu

Location: Nairobi

Category: computer-and-mathematical

**Job Summary**

Contract Type:

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**Knowledge, experience and qualifications required**

Degree in Science/Engineering/Computer Science.

Minimum of 3 years' experience in a 24x7 service provider environment.

Extensive programming background in any applicable language.

ITIL intermediate.

Microsoft , Linux Knowledge.

**Technical/ Functional competencies:**

Familiarity with networked/distributed computing environment concepts; for example, ability to use the route command, administer routing and remote access service, and modify deployed group policies.

Ability to write scripts in some administrative language (e.g., Perl, Python, VBScript, Windows PowerShell).

Programming experience in any applicable language.

Ability to deal tactfully with employees and contractors who provide a broad spectrum of

services.

Detail oriented and process focused.

Self-motivated, self-starter who works well in a fast pace, growth orientated entrepreneurial environment.

Strong organization, time management and prioritization skills.

**Responsibilities**

Assists and ensures that records of system downtime and equipment inventory are properly maintained. Applies revisions to host system firmware and software. Works with vendors to assist support activities.

Assists in developing new system and application implementation plans, custom scripts and testing procedures to ensure operational reliability.

Assists in performing troubleshooting as required. As such, leads problem-solving efforts often involving outside vendors and other support personnel and/or organizations.

Establishes, maintains and manages users UNIX accounts. Installs, modifies and maintains systems and utility software on server computer systems. Provides server support related to other software.

Ensures high availability and acceptable levels of performance of mission critical host computer resources.

Follows procedures to maintain security and protect systems from unauthorized use, acts of nature and user abuse.

Follows procedures, programs and documentation for backup and restoration of host operating systems and host-based applications.

Assists in developing and coordinating project directions and schedules to maximize benefits and minimize impacts on the customer organizations.

Provides leadership in planning and implementation of projects for computer operations and enterprise systems administration.

Assists in developing tools, procedures, and training sessions for Operations, Client Support and Systems Development staff to assist with work.

Manage and administer cloud environments.

Perform period Disaster recovery drills, backup test.

Administer active directory , SCCM , sharepoint, Defender for end points and Intune.

Delegated Authority: As per the approved Delegated Authority Matrix.

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