

Job title: Systems Administrator (1 Position)

Organization: True African U. Ltd

Duty Station: Kampala Uganda

Reports to: Head of IT

About Us

True African is a Value Added Services Provider, a Communications and Information Technology company in Uganda and Kenya. True African specializes in creating interactive and intuitive web and GSM network solutions. We strive to develop systems and solutions to empower individuals and companies get great experiences out of these technologies.

True African is seeking to recruit a competent individual for the role of Systems Administrator. They shall report directly to the Head of IT. Shortlisted candidates will be contacted by email/phone. Candidates who meet the following role description and specification are highly desirable.

Please send your applications to HR@trueafrican.com. Deadline 16th February 2018

Key Responsibilities:

- Ensure security and integrity of all systems at True African.
- Design, implement and maintain our server environments providing simple but effective scalability, performance and reliability
- Deploy, upgrade and maintain servers across the entire site
- Install new/rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements
- Implement and maintain enterprise-wide network infrastructure for high performance applications.
- Assist Head of IT with drafting, maintaining and updating of policies.
- Apply operating system (OS) patches and upgrades on a regular basis, and upgrade administrative tools and utilities
- Install and configure servers, network equipment, telephone devices, and other IT datacenter systems
- Software installation, maintenance and upgrading.
- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups
- Support True African with the regular maintenance of monitoring, backup, and infrastructure power and cooling systems
- Research and recommend innovative automated approaches for system administration tasks
- Repair and recover from hardware or software failures
- Create, change, and delete user accounts per request
- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

- Ensure that the office environment is virus and malware free and that antivirus software is deployed and managed.
- Ensure backup of critical information is done according to schedule.
- System automation
- User Training and Support.
- Network and infrastructure documentation.

Requirements:

- Minimum of Bachelor's Degree with specialization in IT or related area
- Excellent problem solving and trouble shooting skills.
- Excellent Planning and Project Organization Skills.
- Knowledge and experience with the variants of UNIX.
- Knowledge and experience with office applications.
- Experience in office automation and scripting.
- Experience best practices in creation and management of backups.
- Experience with server and network monitoring tools.
- Understanding of network technologies such as LAN, WAN, MPLS, DMZ, VPN, TCP/IP etc.
- Must be comfortable working with mission critical and sensitive systems, with a sense of urgency appropriate to the responsibilities
- Experience working with web servers Apache and Nginx preferably
- Knowledge and experience with hardware installations and upgrades.
- Experience with database systems preferably MySQL.
- Experience in configuring Cisco Routers and Switches, VPNs, Routing etc.
- Ability to work with minimal supervision.
- Provide after-hours or weekend support when necessary to perform high-risk or planned downtime of True African datacenter systems for upgrades and maintenance