

Job Title	Applications Administrator
Directorate	Technical Services
Department	Data Centre
Reporting to	Manager Data Centre
Salary Grade	N5
Jobs that report to this role	N/A
Job Purpose	
The Applications Administrator shall be responsible for the installation, development, testing, deployment, optimization, and documentation of servers.	
Key Accountabilities	
<ol style="list-style-type: none"> 1. Responsible for installing, configuring, documenting, and maintaining business applications, servers including but not limited to electronic communication, image capturing, servers, workstations, and peripheral devices. 2. Monitors and analyzes performance across the organization’s business applications, servers. Provides performance statistics and reports for application services, servers. 3. Assists in maintaining the effectiveness of security solutions, including firewalls, anti-virus solutions, and intrusion detection systems. 4. Collaborates in development of business continuity and disaster recovery plans and maintains current knowledge of plan deliverables. Maintains, and documents enterprise-wide backup and recovery system. 5. Manages, monitors, and configures workload automation systems. 6. Responds to emergency outages in accordance with departmental policies, procedures, business continuity, disaster recovery plans and serves in an on-call rotation. 7. Remains current with the latest technologies. 8. Assists in ensuring connectivity across all organizational networks and third-party interfaces. 9. Administers network user accounts, permissions, and access rights. 10. Recommends strategies for improving the effectiveness and efficiency of existing systems and assist in the design and deployment of new systems. Research hardware and software products to justify recommendations. 11. Collaborates with vendors to determine the most cost-effective solution possible while meeting business needs. 12. Assist in managing technology vendors and contracts. 13. Responsible for server and licensing asset management. 14. Performs other duties as assigned. 	
Position Requirements	
Education	
<ul style="list-style-type: none"> - Bachelor’s Degree in Computer Science, Information Systems, Information Technology, or Telecommunications Engineering. - Professional certifications such as MCSE, ITIL MCSA, CCNA, etc, will be an added advantage. 	
Experience	
<ul style="list-style-type: none"> - At least three years’ experience in IT support functions. 	

Technical Expertise

- Experience/Knowledge in Linux, virtualization and cloud computing platforms will be an added advantage.

Nature and Scope

Interpersonal Skills - Ability to work on own initiative as well as in a team; Capacity to establish credibility, and trust and partnership and Excellent communication and report writing skills.

Level of responsibility -

None