

IT MANAGER/ ADMINISTRATOR

Banani International Secondary School based in Chisamba is looking for a qualified and experienced IT Manager/ Administrator reporting to the Principal.

PURPOSE OF THE ROLE:

To plan, implement and manage all technical information systems and electronic communications including initiating the ICT policies, technical procedures and standards to ensure that there are sufficient systems for the School needs.

KEY RESPONSIBILITIES (RESULT AREAS)

KRA 1 Networks

- Designing, configuring, installing, optimizing, updating, maintaining, modifying and repairing network systems, subsystems, workstations and servers;
- Providing information, direction and/or recommendations regarding network and systems installations and configurations;
- Resolving network and systems operational issues;
- Managing and administering LAN, wireless LAN, WAN, Internet and Intranet Infrastructure;
- Re-designing Networks if necessary and ensure a smooth, secured and agile connectivity;
- Recommending and enhancing the Network speed;
- Maintaining and configuring Networking equipment (Router, Switch, Access Points, etc.);
- Managing the school's firewall/ access control system including modifying the firewall signatures according to the school's requirements and updating patches, when required;
- Isolating problems related to telephony and troubleshoot if required;
- Troubleshooting connectivity problems reported by users; and
- Rationalizing and coordinating with external providers for work order.

KRA 2 Servers and Systems

- Overseeing the computer/server room operation and environment;
- Managing and administering Domain Controller/ Active Directory. Update the domain users periodically or as required;

- Managing and administering the File Server;
- Periodically backing up server and client file systems;
- Ensuring data availability, integrity and security;
- Managing and periodically updating the virus signatures for the anti-virus server and ensuring a virus-free infrastructure;
- Managing and administering the Web Server;
- Updating the Server and workstation OS and apply patches and fixes as required;
- Managing and keeping a track of hardware and software licenses;
- Maintaining Workstations (Desktops/ Laptops) and peripherals (Printers, scanners, Projectors, Audio equipment, etc.);
- Troubleshooting Hardware and Software issues reported by users; and
- Rationalizing and coordinating with external providers for work order.

KRA 3 Web-based and Social Media

- Re-designing and regularly updating the web-based systems, the school website and social media;
- Administering the school MIS and coordinating with the provider for troubleshooting and; patch updates;
- Updating the website regularly with the latest school news, photos and activities;
- Recommending or designing a new dynamic website; and
- Maintaining the school's social media network with regular updates.

KRA 4 Technical Support

- Overseeing and providing technical support to the school staffs and residents;
- Identifying skills levels among system users and proposes tailored training or other interventions;
- Resolving problems reported on the helpdesk

QUALIFICATIONS AND EXPERIENCE REQUIRED:

- Bachelor's Degree in Computer Science/ Information Technology or Electronic Engineering.

- System/ Network Administrator certification (MCSA/ CCNA) or equivalent.
- 4 to 6 years' experience in similar duties as mentioned above.

DESIRED KNOWLEDGE/ SKILLS:

- Network – LAN/ WAN, Performance Tuning, Cisco Router and Layer 2 switch, Cyber roam Firewall or alike.
- Servers and Systems – Windows Server/ OS, Active Directory, Kaspersky Antivirus Server or alike.
- Web/ Graphics - HTML, CSS, XML, PHP, javascript, Apache/ Adobe Suite.
- DBMS - MySQL, MS Access
- Open source - Drupal, Joomla or alike.
- Virtualization – VMWare or alike

If you meet the above minimum qualifications, please e-mail your Application Letter and Current Curriculum Vitae in PDF format to principal@bananischool.org by 16:00 hours on 26 July 2016.

Note:

Do not attach copies of your academic qualifications at this stage.