

# THE CEPEP COMPANY LIMITED

## JOB DESCRIPTION

<b>JOB TITLE: IT ADMINISTRATOR</b>	<b>DEPARTMENT: INFORMATION TECHNOLOGY</b>
<b>REPORTS TO: GENERAL MANAGER</b>	<b>SECTION:</b>
<b>Job Purpose</b>	
<p>The IT Administrator is responsible for assisting the General Manager in the conduct of all IT functions required at the Company, inclusive of the design, deployment and configuration of connectivity enablers, the installation and maintenance of servers, communication devices, and operating documents management systems.</p>	
<b>Key Accountabilities:</b>	
<ul style="list-style-type: none"> <li>• Assists in the design, deployment and configuration of intranet and internet connectivity, VPN, digital certificates, IPSec, firewall, proxy, domain hosting, file, web, e-mail, database servers, VOIP, switches and routers.</li> <li>• Installs and maintains corporate servers, server backups, router and switch communication devices.</li> <li>• Assists in the development and implementation of Disaster Recovery Planning (DRP), Business Continuity Planning (BCP), and capacity planning over LAN /WAN network, document and knowledge management systems.</li> <li>• Installs, configures and manages a virtualized operating LAN environment.</li> <li>• Assists in the installation, configuration and maintenance of operating system and core business applications.</li> <li>• Maintains SOA/SOE and SLAs throughout the IT operations.</li> <li>• Documents all IT projects and procedural details.</li> <li>• Ensures that the IT/IS and communications infrastructure is standardized within the company.</li> <li>• Monitors and analyzes the health, safety, security and the performance of all LAN/WAN servers and services.</li> <li>• Keeps abreast of emerging technology and communication issues.</li> <li>• Performs other related duties as may be assigned from time to time.</li> </ul>	

### **Key Challenges:**

- Administer existing computer networks and troubleshoot and resolve problems as they arise.
- Installation of work stations, connection and set up of hardware, loading of all required software and the provision of network accounts and passwords.
- Install, configure, and resolve conflicts among different hardware used in the network.
- Monitor and manage the security of all technology.
- Maintain a system of safety backups.
- Establish disaster recovery plans for various situations if the network were to malfunction.
- Make recommendations about the purchase of technology resources with justifications.
- Set up IT equipment for meetings, seminars and training sessions as required.

### **Qualifications and Experience:**

- Bachelor's Degree in Information Technology
- Certificate in Information Technology
- Minimum of 5 years' experience in Information Technology
- Minimum of 2 years' experience in Management