

VACANCY ANNOUNCEMENT

Job Summary

Position: System Administrator (1 post)
Reports to: IT Manager
Work station: Dar es Salaam
Apply by: January 30, 2019

Institute overview

Ifakara Health Institute (IHI) is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research and policy translation.

Position Summary

IHI is looking for a **System Administrator** to fill a vacant position in the IT unit. The Administrator will be responsible for running the daily activities of the unit and implementation of projects.

Duties and Responsibilities

- **System Administration:**
 - ✓ Manage and maintain Microsoft Windows applications and systems including but not limited to Windows 7/8, Windows Server 2003/ 2008/ 2012 and Ubuntu/Linux servers.
 - ✓ Conduct technology orientation and exit briefing for all staff; prepares technology and systems for new and existing staff.
 - ✓ Perform routine preventive maintenance on hardware and software.
 - ✓ Assist staff in understanding and using technology; conducts regular staff technology presentations and trainings.
 - ✓ Responsible for troubleshooting workstations, networks, software applications, printers, VoIP phones, copiers and other technologies.
 - ✓ Scheduling upgrades and security backups of hardware and software systems.
 - ✓ Responsible for recording, solving and/or escalating reported problems.
- **Information Security:**
 - ✓ Responsible for the discovery, mitigation and documentation of information technology risks. Responsible for the completion of monthly risk management reports.
 - ✓ Ensure availability, continuity and security of data and information pertaining to the organization.
 - ✓ Prepare, maintain and test a technology disaster recovery plan.
 - ✓ Ensure IT policy, procedures and guidelines are implemented effectively to protect IHI from legal liability, protect organization staff from IT security threats and prevent fraudulent activities by staff.
 - ✓ Ensure that all computers have antivirus installed and updated.
 - ✓ Ensure that all applications including operating systems are updated and have current patches applied.

info@ihi.or.tz | www.ihi.or.tz

Ifakara Branch
 Off Mlabani Passage
 P.o. Box 53 Ifakara
 Phone: +255232625164

Dar es Salaam Office
 Plot 463, Kiko Avenue, Mikocheni
 P.o. Box 78,373 Dar es Salaam
 Phone: +255222774756

Bagamoyo Branch
 Inside District Hospital
 P.o. Box 74 Bagamoyo
 Phone: +255232625164

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- **Network Administration:**

- ✓ Manage network operations to include: troubleshooting connectivity problems; installing & maintaining routers; adding/terminating users; assigning rights and access; resetting passwords; assessing and reporting operational status; performing backups and restores; etc.
- ✓ Manage the acquisition, installation and maintenance of the organization's local area network
- ✓ Create and maintain LAN/WAN maintenance logs.
- ✓ Provide secure access to the network for remote users.

- **Disaster Recovery/Site Administration:**

- ✓ Implement, administrate and maintain disaster recovery.
- ✓ Carry out data backup performance analysis and implements optimization.
- ✓ Implement data replication and backup strategy.

- **Innovation, Reporting and Training:**

- ✓ Present and implement technological alternatives to streamline functions and improve productivity.
- ✓ Research and install new systems.
- ✓ Keep immediate supervisor well-informed of activities and recommends corrective actions.

Qualification and Experience

- ✓ Bachelor degree in Computer Science, ICT, Information systems, computer engineering.
- ✓ Experience working with Microsoft window servers, CBCO, Devices, SOPHOS, ERP 2018, Printing and computer maintenance.

Skills and Competences

- ✓ Good/Excellent writing and verbal communication skills.
- ✓ Excellent attention to details;
- ✓ Adhere to IHI core values (Transparency, Accountability, Respect, Integrity and Initiative).

Remuneration

An attractive and competitive remuneration package will be offered to a successful candidate as per IHI salary scales.

Equal Opportunity

IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the address below. **The deadline for this application is 17hrs EAT January 30, 2019.**

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Please, indicate on the application envelope or email subject line the position you are applying for:
SYSTEM ADMINISTRATOR.

Note: Only shortlisted applicants will be contacted for interview.

**Human Resources Manager,
Ifakara Health Institute,
Kiko Avenue, Mikocheni,
P. o. Box 78373,
Dar es Salaam.
Email: recruitment@ihi.or.tz**



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