

Systems Coodinator

Location: [Africa] [Mali]

Town/City: Bamako

Category: Information Technology

Job Type: Fixed term, Full-time

Job Announcement

World Vision Mali recruits for the following position (1) :

Title: Systems Administrator

Locality : Bamako

Contract type: Local

Report to: IT Manager

Supervise: None

World Vision does not charge a fee at any stage of the recruitment process.

World Vision does not concern itself with information on bank accounts.

***Women are strongly encouraged to apply for.**

MAJOR RESPONSIBILITIES

List statements describing the final results of this position and method of accomplishments, and how results/performance are reviewed and measured. Begin with the most important accountabilities.

% Time	Major Activities	End Results Expected
1	PROJECT PLANNING: <ul style="list-style-type: none"> • Leads short-term project planning efforts with team members. 	Project plans and timelines support the achievement of desired short-term results.
1	TECHNICAL REQUIREMENTS: <ul style="list-style-type: none"> • Works with systems engineers to understand technical requirements. 	Systems meet technical requirements.
1	DESIGN/DEVELOP: <ul style="list-style-type: none"> • Integrates solutions with other applications and platforms outside the framework. 	System solutions are integrated with other applications and platforms.
	MAINTENANCE:	Maintenance performed for assigned systems in

4	<ul style="list-style-type: none"> • Performs routine maintenance tasks for infrastructure systems such as backups, patch management and hot fixes. • Monitors health of systems and provides appropriate recommendations, when required. 	<p>compliance with defined procedures.</p> <p>Minimum down time for assigned infrastructure systems.</p>
10	<p>ADMINISTRATION:</p> <ul style="list-style-type: none"> • Manages user access to, systems, servers, and files. • Administers the setup of new profiles, creates and updates access permissions and maintains user accounts. • Installs, configures and maintains system hardware and software components. • Maintains tracking and 	<p>Users have access to systems, servers and files.</p> <p>Infrastructure systems are maintained for optimal performance.</p>

	<p>configuration documentation and plans.</p> <ul style="list-style-type: none"> • Determines if inactive accounts should be deleted. • Administers Storage Area Network (SAN). 	
10	<p>PERFORMANCE MONITORING:</p> <ul style="list-style-type: none"> • Prepares performance and control reports. • Performs capacity workload modeling and availability analysis for a variety of platforms and environments. • Monitors system-operating capacity in terms of disk space, tape storage, memory and CPU utilization. • Determines the required course of 	<p>Appropriate system-operating capacity is available to meet user demand.</p> <p>Analysis and recommendations for improved performance.</p>

	<p>action to improve performance and escalates when appropriate.</p> <ul style="list-style-type: none"> • Develops, maintains, recommends, documents and supports tools and backend utilities to provide capacity planning management. 	
3	<p>TESTING:</p> <ul style="list-style-type: none"> • Develops test cases and files. • Conducts testing to ensure requirements are met. • Validates test results. • Provides feedback on test results. 	Systems meet the needs of the business.
3	<p>CONTINUOUS IMPROVEMENTS:</p> <ul style="list-style-type: none"> • Analyzes and reports on 	Continual process improvement for optimal system performance.

	operational metrics to understand performance and to ensure success in process improvements.	
10	<p>SYSTEM JOB SCHEDULING:</p> <ul style="list-style-type: none"> • Performs initial setup and maintenance for job scheduler and tape management devices (silo) for production job scheduling. • Translates business and technical requirements to develop automation specifications that span more than one business area. • Updates job schedule based on current priorities and special handling requests. • Ensures reliability and availability of platforms. • Schedules maintenance and repairs. 	Job scheduler set up and maintained to meet business priorities and special needs.

20	<p>COMPUTER OPERATIONS:</p> <ul style="list-style-type: none"> • Operates computer hardware systems and related peripheral equipment. • Monitors systems on a 24x7 schedule. • Monitors processing of jobs, loads tapes and performs special handling requests. • Analyzes job processes and recommends improvements. • Performs maintenance procedures. • Validates input and output data for completeness and accuracy. • Analyzes job processes and recommends improvements. 	<p>Assigned computer hardware systems and related peripheral equipment are maintained to ensure minimal disruption to service.</p> <p>Analysis and recommendations for performance improvements.</p>
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	<ul style="list-style-type: none"> • Reviews historical data for trend analysis. • Manages tape library. 	
15	<p>PRODUCTION SUPPORT:</p> <ul style="list-style-type: none"> • Provides Level 2 production support. • Troubleshoots escalated problems by analyzing root causes and evaluating multiple options. • Researches, analyzes and implements software or hardware changes to rectify any problems. • Seeks technical assistance or escalates problem, when necessary. 	Issues resolved efficiently and effectively to minimize disruption to users.
5	<p>SECURITY:</p> <ul style="list-style-type: none"> • Works with IT Security, where needed, in investigations and/or 	Systems security is maintained and issues identified quickly.

	<p>audits of systems.</p> <ul style="list-style-type: none"> • Analyzes audit trails to detect systematic security violations. • Reports security issues when appropriate. • Adheres to security requirements. 	
10	<p>BUSINESS CONTINUITY:</p> <ul style="list-style-type: none"> • Administers archival activities such as installing, upgrading, configuring, and scheduling and monitoring, jobs. • Performs data image archiving. • Performs off-site storage procedures. • Verifies that system backups run successfully. 	Recovery procedures are performed as required by established business continuity policies and procedures.
	POLICIES, PROCEDURES,	Compliance to established

3	AND STANDARDS: <ul style="list-style-type: none"> Adheres to policies, procedures and standards. 	policies, procedures and standards.
2	DOCUMENTATION/USER GUIDES: <ul style="list-style-type: none"> Documents new or modified functions, modules and test activities/results according to specified guidelines and on selected media. 	Required documentation available for analysis and use within IT.
1	COMMUNICATIONS/CONSULTATION: <ul style="list-style-type: none"> Supports and participates in the formal reporting of project status. 	Communication of project status.
1	RESEARCH/EVALUATION: <ul style="list-style-type: none"> Assists in the evaluation of future technologies and makes recommendations. 	Understanding of future technologies and potential impact to the business and/or IT.

KNOWLEDGE, SKILLS AND ABILITIES

List education, knowledge & skills, licenses preferred, and all experiences required to perform this position in a fully competent manner.

Minimum Education, Training and Experience Requirements to Qualify for the Position:

List *academic, technical skills* or *other knowledge* required as a minimum qualification for this position.

1. Bachelor's degree or technical institute degree/certificate or equivalent work experience.

1. Requires strong knowledge and experience with **multiple** system environments, servers, and storage devices.

List additional *work experience* required as a minimum qualification for this position.

1. Typically requires **3-5** years of relevant information technology work experience.

2. Willingness and ability to travel domestically and internationally, as necessary.

Attitudes and Behaviors:

World Vision reserves the right to disqualify a candidate who has any record relating to child abuse or opposite behavior to child protection, even after the

hiring.

How to apply: <http://careers.wvi.org/job-opportunities-in-mali>

***Deadline for submission of applications: August 19, 2021**

***Only short listed candidates will be contacted.**