Job Title-Grade:	Systems Administrator- (P-3)
Department-Unit-Section:	Technical Services – Management Information System Division
Reports to:	**Manager – Infrastructure**
Supervises:	Jr. Officers
Overall Objective:	**To provide top-notch IT/MIS services across the LRA in order to generate revenue by effective positioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure.**
Main Responsibilities:	**1. Responsible for the effective provisioning, installation/configuration, operation of the LRA IT systems ;** **2. Responsible for the maintenance of systems hardware, software and related technology infrastructure.**
Main Tasks:	**R1: Responsible for the effective provisioning, installation/configuration, operation of the LRA IT systems** 1. Ensure the stability and integrity of company data and server services through monitoring, maintenance, support, and optimization of all workstations, servers and infrastructure systems. 2. Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups. 3. Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary. **R2: Responsible for the maintenance of systems hardware, software and related technology infrastructure** 1. Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards.

	2. Troubleshoot and resolve hardware and software problems, including end user desktop PCs and enterprise data servers

Competencies:	Title of Competence	Proficiency Level		
		Required	Acquired	Variance
	Tax Legislation & Procedures	2		
	LRA Core Function Knowledge	3		
	Information System Security	3		
	Information Technology	3		
	Policy Development & Implementation	3		
	System Administration	3		
	Work Planning	3		
	ASYCUDA	3		
	SIGTAS	3		
	Report Planning	3		
	Advance IT Skills	3		
	Report Writing	3		
Qualifications:	BSc in Computer Science or IT; Certifications: CCNA, CompTIA Network+ & Security			
Work Environment/Conditions:	Office Work; Intellectual Effort; Possibility of working beyond normal working days and hours			
Approval Date:	**April 1, 2017**			