LONGHORN
PUBLISHERS PLC
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Longhorn Publishers PLC is a leading publishing company specialising in educational and leisure Publications for the Eastern & Central African region, with subsidiaries in Tanzania, Uganda, Rwanda, DRC and Cameroon. Longhorn has a business presence in Malawi and Zambia.

The business seeks to fill the following vacancy:

Systems Administrator

Reporting to Chief Operating Officer

JOB PURPOSE / SUMMARY

The System Administrator is responsible for providing technical ICT support to the head office and the subsidiaries. Managing and maintaining the IT infrastructure and related systems.

Duties and responsibilities

1. **Technical Skills:**
- Proficiency in operating systems such as Windows Server, Linux, or UNIX.
- Knowledge of networking protocols, configurations, and troubleshooting.
- Understanding of virtualization technologies like VMware or Hyper-V.
- Experience with cloud platforms like AWS, Azure, or Google Cloud is becoming increasingly important.
- Familiarity with database management systems, such as MySQL, Microsoft SQL Server, or Oracle.
- Understanding of cybersecurity practices and the ability to implement security measures.

2. **System Administration:**
- Ability to install, configure, and maintain server hardware and software components.
- Monitoring system performance and troubleshooting issues proactively.
- Implementing backup and recovery procedures to ensure data integrity.
- Managing user accounts, permissions, and access controls.

- Keeping systems up to date with patches and upgrades.
- Maintain system backups and organization business continuity plan.
- Manage both internal and external ICT department audits.
- ICT Vendor relationship management that best represents the company.
- Support Company subsidiary offices.

Minimum Experience Requirements

- Minimum of 5 years' experience in a technical IT role.
- Previous 3 years of experience in system administration preferably Microsoft Dynamics NAV with ability to customize system required reports and ability to support existing modules.
- Experience in system management, database management, network and infrastructure management or IT project management.
- Excellent technical knowledge of and experience with emerging technologies, including but not limited to Microsoft Active Directory, Microsoft and Linux server technologies, Microsoft Office 365 and Exchange, SharePoint, cloud-based storage systems, Windows OS, MS Office suites, Veeam and PowerShell.

Preferred Experience Requirements

- ERP management preferably Microsoft Navision, network and infrastructure administration and IT project management.

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Minimum Education Requirements

- BSc Information Technology or equivalent area of study.

Preferred Education Requirements

- While not always mandatory, certifications like Microsoft Certified Systems Administrator (MCSA), CompTIA Network+, Cisco Certified Network Associate (CCNA), or relevant cloud certifications will be advantageous.

Required Skills

Skills:

- Skilled in IT security, ERP management preferably Microsoft Navision, network and infrastructure administration and IT project management.

Competencies:

- Excellent people skills, with an ability to support a dynamic leadership team.
- Possess personal qualities of integrity, credibility, and commitment to the company's mission.
- Flexible and able to multitask; can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and guiding investment in people and systems.
- Negotiation skills,
- Analytical Skills – Reporting analytics tools
- Presentation and communication skills

Other requirements

Communication and Collaboration:

- Strong communication skills to interact with team members, end-users, and management effectively.
- Ability to work collaboratively with other IT professionals and departments.
- Capable of documenting processes and procedures for reference.

Problem-Solving Skills:

- A logical and analytical approach to problem-solving.
- Ability to identify and resolve technical issues efficiently.
- Capacity to troubleshoot complex IT problems and provide effective solutions.
- Spearhead organization business process automation/ re-engineering to achieve process efficiency.

Project Management:

- Managing IT-related projects.
- Demonstrated ability to plan, coordinate, and execute projects within deadlines.

Flexibility and Availability:

System administrators may need to work outside regular business hours to handle emergencies or perform scheduled maintenance.

To apply, send your Curriculum vitae (CV) and cover letter to
hr@longhornpublishers.com
and quote the job title on the subject of the e-mail by
3rd May 2024 at **5:00pm**.