



VACANCY

WINDOWS SERVER ADMINISTRATOR - HEAD OFFICE - DURBAN

Applications for interested and suitably qualified candidates are invited in respect of the above vacancy.

CORE PURPOSE OF THE JOB

The Windows Database Administrator is responsible for the installation, configuration, maintenance, and performance tuning of databases hosted on Windows platforms. This role involves ensuring the reliability, security, and optimal performance of database systems, as well as providing technical support and troubleshooting for database-related issues.

MAIN FUNCTIONS OF THE JOB INCLUDE:

Server Administration

- Install, configure, and manage Windows Server environments, including Active Directory, DNS, DHCP, Group Policy, and IIS.
- Install, configure and manage routers, switches, firewalls and other networking appliances.
- Perform regular system maintenance, including updates, patches, and security configurations.
- Monitor server performance and system health using tools like Windows Server Manager, Event Viewer, and third-party monitoring solutions.

System Security

- Implement and maintain security measures, including antivirus software, firewalls, and encryption.
- Ensure compliance with security policies and best practices, including user access controls and audit logs.
- Conduct regular security audits and vulnerability assessments and apply necessary fixes.

Backup and Disaster Recovery

- Develop and manage backup strategies, ensuring data integrity and availability.
- Implement and test disaster recovery plans to ensure minimal downtime in the event of a failure.
- Manage storage solutions and ensure data redundancy.

Troubleshooting and Support

- Diagnose and resolve hardware and software issues related to Windows Servers.
- Provide Tier 2/3 support for escalated issues from the IT helpdesk.
- Collaborate with other IT staff to resolve complex technical issues and optimize server performance.
- Monitoring of systems and infrastructure resources for uptime and continuity.

System Upgrades and Migrations

- Plan and execute server upgrades and migrations, including the transition to newer Windows Server versions or cloud-based environments.
- Ensure minimal disruption to business operations during upgrades and migrations.
- Ensure change controls are applied for any infrastructure related changes.

Documentation and Reporting

- Maintain detailed documentation of server configurations, processes, and procedures.
- Generate regular reports on system performance, security status, and resource utilization.
- Create and update disaster recovery documentation.

Automation and Scripting

- Develop and deploy PowerShell scripts to automate routine tasks and enhance system management efficiency.
- Identify opportunities for automation to reduce manual workload and improve system reliability.

Collaboration and Continuous Improvement

- Work closely with IT team members and 3rd Party Service Providers to design and implement new server-based solutions.
- Stay current with the latest Windows Server technologies and best practices.
- Recommend improvements to the server infrastructure and processes.

QUALIFICATIONS

- Bachelor's degree in computer science, Information Technology, or a related field.
- Certifications such as Microsoft Certified: Windows Server Hybrid Administrator Associate, MCSA: Windows Server, or MCSE: Core Infrastructure.
- Certifications such as CCNA/CCNE would be advantageous.

PREFERRED EXPERIENCE

- Proven experience as a Database Administrator, particularly in a Windows environment.
- Proficiency with database management systems such as Microsoft SQL Server, Oracle, or MySQL.
- Proven experience as a Server Administrator with extensive networking experience.
- Experience with database performance tuning, backup, and recovery.
- Familiarity with scripting languages such as PowerShell or SQL.

KNOWLEDGE

- Strong knowledge of Windows Server operating systems (Windows Server 2016/2019/2022)
- Expertise in Active Directory, Group Policy, DNS, DHCP, and IIS
- Strong knowledge of Firewalls, Routers and Switches
- Proficiency in PowerShell scripting for automation and administration tasks
- Understanding of network protocols and services (e.g., TCP/IP, VPN, SSL)
- Familiarity with backup and recovery solutions (e.g., Veeam, Windows Backup)
- Knowledge of ITIL practices and experience with incident and change management processes.

Al Baraka Bank is an Equal Opportunity Employer. Applicants from the previously disadvantaged groups and people with disabilities will be given preference.

Kindly forward your CV to suhinau@albaraka.co.za

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