

## **VACANCY**

### **SAS & MICROSOFT 365 ADMINISTRATOR**

#### **6 MONTH FIXED TERM CONTACT**

#### **HEAD OFFICE - DURBAN**

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

#### **MAIN FUNCTIONS OF THE JOB**

##### **SAS Administration**

- **Technical knowledge:** A deep understanding of SAS software is essential. This includes expertise in SAS Intelligence platform architecture, SAS software administration, SAS metadata management, and platform security. Additionally, proficiency in Windows system administration and scripting languages like shell scripting is preferred.
- **Database and analytics skills:** Knowledge of relational database design, Datawarehouse best practices, SQL, and other databases (such as Oracle & Postgres) is beneficial. Familiarity with SAS analytic capabilities like statistical analysis, forecasting, predictive modelling, and data mining is also desired.
- **Infrastructure management:** Experience with managing large-scale SAS environments, including capacity planning, performance tuning, and troubleshooting, is valuable. Knowledge of systems, networking, storage, and virtualization technologies is an added advantage.
- **Security and compliance:** Proficiency in configuring and maintaining SAS platform security is crucial. This involves managing user identities, roles, privileges, and permissions. Familiarity with LDAP/Active Directory integration and data centre security practices is beneficial.
- **System administration:** Experience in administering SAS software, handling server installations, upgrades, and patches, and monitoring server health is essential. This includes managing SAS libraries, connections to relational databases, and disaster recovery procedures.
- **Communication and collaboration:** Excellent communication skills, both verbal and written, are necessary for interacting with stakeholders, collaborating with IT teams, and providing technical support. The ability to explain complex technical concepts to non-technical users is valuable.
- In addition to these skills, relevant work experience is crucial for a SAS administrator role. Prefer candidates with at least 2-5 years of experience in SAS administration. Experience in the banking, financial services, or other relevant industries is a plus.

## Office 365 Administration

- Manage and maintain Office 365 services including Exchange Online, Teams, OneDrive, & other associated applications.
- Configure and manage user accounts, licenses, and security settings.
- Monitor system health, performance, and usage to ensure optimal operation.
- Implement and enforce security best practices, including data loss prevention, encryption, and compliance policies.
- Provide technical support and troubleshooting for Office 365 issues.

## SharePoint Administration:

- Administer and support SharePoint Online environments, including site collections, libraries, lists, and workflows.
- Design, configure, and maintain SharePoint sites and subsites to meet business needs.
- Implement and manage document management and collaboration features.
- Troubleshoot and resolve SharePoint-related issues and provide user support.
- Develop and implement governance policies and best practices for SharePoint usage.
- User Support and Training:
- Provide end-user support and training for Office 365 and SharePoint applications.
  - Create and maintain documentation and training materials.
  - Conduct training sessions and workshops to enhance user proficiency and adoption.
- Integration and Automation:
  - Develop and implement automated workflows using Power Automate (Flow) to streamline business processes.
  - Integrate Office 365 and SharePoint with other business applications and systems.
- Continuous Improvement:
  - Stay current with Office 365 and SharePoint updates, new features, and best practices.
  - Propose and implement improvements to enhance system performance and user experience.
  - Participate in planning and executing Office 365 and SharePoint projects and upgrades.

## QUALIFICATIONS

- A relevant degree, such as a /Diploma or bachelor's in computer science, Information Technology, or a related field, is preferred.
- Certifications like SAS Certified Platform Administrator and Microsoft 365

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 [stephanie@albaraka.co.za](mailto:stephanie@albaraka.co.za)