We are hiring

SYSTEMS ADMINISTRATION MANAGER

ABOUT US

In 2017, Koa had the brilliant idea of how to contribute to sustainable growth in rural Ghana. The Ghanaian-Swiss start-up Koa was born from a sophisticated concept, innovative processes and a lot of passion. Koa is the first cocoa fruit processor in West Africa and makes use of the pulp of the cocoa pods, thus reducing food waste and enabling Ghanaian cocoa farmers to earn an additional income. Koa's first factory has a capacity of 300 tons while the second factory is planned for end of 2023. Today, about 71 employees in Ghana and Switzerland dedicate themselves to the growth of Koa to boost value creation in the cocoa-growing regions and to develop innovative and pioneering processes. Are you passionate about social impact? Join the Koa team now!

LET'S SUM IT UP

The Systems Administration Manager at Koa will be responsible for the reliable operation of computer and communication systems. The role works closely with a number of teams throughout Koa to ensure unified performance, smooth configuration and maintenance of computer systems to improve efficiency. As a Systems Administration Manager, your duties will be to oversee the development and maintenance of systems, servers, software and hardware. He/ She will be responsible to ensure internal systems are secured from breaches and viruses.

WHAT YOU WILL DO

RESPONSIBILITIES

- Research, design, implement, configure, monitor, troubleshoot and evaluate existing and new operating systems and applications.
- Test, validate and install operating system and application security/performance patches
- Ensure that architecture principles and technology standards are consistently applied and updated
- Create, modify, and run access queries and reports
- Provide assistance in the use of personal computer hardware, software, and specialised mainframe technology.
- Assist in utility account maintenance.
- Provide cloud-based and physical servers for data storage and management.
- Provide new employees with required hardware and appropriate access to the company's computer systems maintaining business software applications
- Support management with IT requests and potential new implementations.
- Train colleagues or clients through steps to help them resolve their technical problems.
- Administrative tracking and electronically documenting of files
- Maintain procedures and reports that provide technical support to the entire organisation.
- Other duties as may be assigned.

WHO YOU ARE

ACADEMIC QUALIFICATION

- Bachelor's degree in computer science, information technology, or related field. A professional certification or credentials such as RHCSA, OCA or MCSE, could be an added advantage

WORK EXPERIENCE

- At least 3-5 years of experience in system administration role: The ideal candidate will have a minimum of 3 years of experience in system administration, ensuring efficient IT infrastructure, including operating systems, security tools, applications, software and hardware management

COMPETENCE AND SKILLS

- Strong Knowledge in Computer Networking
- Operational knowledge and experience in CCNA COMPTIA, RedHat or Microsoft Azure.
- Thorough knowledge of digital data, internet systems and serverless systems.
- Strong Understanding of Information security, firewall administration and data restore / Backup.
- Database management eg. SQL related
- Proficient in Microsoft Office Suite or similar software.
- Network skills (LAN, WAN) skills and basic knowledge of using systems protocol, eg. L.
- Good Knowledge in Cyber security, IP administration
- Excellent analytical and problem-solving skills
- Strong communication and collaboration skills
- Ability to manage multiple projects and meet deadlines.

PHYSICAL REQUIREMENTS

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

KOA

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