Vacancy Announcement
Regional Linux Server Administrator
Nairobi, Kenya
Closing Date – 17 June 2022

Background

The University of California San Francisco (UCSF) through its affiliate international NGO Global Programs for Research and Training (GP) is engaged in several projects in Tanzania, Namibia, Kenya, the Caribbean region, Uganda, and Burundi that are funded by the U.S. Government to provide technical assistance to the Ministry of Health and its partners. The Health Information Systems (HIS) that are used in these projects need to be deployed, secured, improved, and maintained by a fully qualified and experienced server administrator.

Under the supervision of the Information, Communication & Technology (ICT) Manager the Regional Linux Server Administrator will be in charge of administering and maintaining the Linux installations for UCSF GSI Projects in Tanzania, Namibia, Uganda, Kenya, South Africa, Cambodia, USA and Jamaica.

Roles and Responsibilities:

- Designing and maintaining critical infrastructure for GSI systems. Coordinate with compliance specialists to document, isolate, and resolve any breech in server security.
- Technical advisory on specific solutions based on requirements for each country server needs.
- General Linux server administration and management
- Manage, coordinate, and implement software upgrades, patches, hot fixes on servers.
- Manage and implement best security practices including encryption on Linux servers.
- Always be aware of newly discovered server, infrastructural or system vulnerabilities and plan for immediate remedies.
- Ensure high server availability and continuously review and implement redundancy plans
- Install software and databases services required on the servers e.g. NGIX, APACHE, TOMCAT, DJANGO, MySQL etc.
- Manage users, permissions, and secure access to the systems.
- Proactively monitor system performance, log faults, analyze and resolve performance exceptions and document solutions.
- Work with HIS developers and other constituents for server capacity planning.
- Create and modify scripts or applications to perform tasks.
- Provide input on ways to improve the stability, security, efficiency, and scalability of the server environment.
- Collaborate with other teams and team members to develop automation strategies and deployment processes.
- Document and maintain SOPs for server management.

- Support international projects through close coordination with local teams, on-site travel, and capacity building as needed.
- Maintain inventory of all server and software installations done for each country and ensure timely upgrades and decommissioning of servers and resources.
- Assist the ICT manager in maintaining Windows servers, Microsoft SQL servers and Power BI servers.
- Any other related duties assigned by the supervisor

Minimum Requirements:
Education

- A Bachelor's degree or master's degree in Computer Science, or a related field with sufficient training in server administration disciplines
- At least four years of working experience managing multiple Linux servers or a server firm.
- Demonstrable expertise in securing Linux servers
- Demonstrable experience in server diagnostics and troubleshooting

Experience (Required)
- Industry Linux certification
- Excellent understanding of Linux Server security
- Demonstrable experience in managing databases, MySQL, Postgres and MSSQL
- Demonstrable knowledge in managing Cloud infrastructure for MS Azure and AWS
- Demonstrable knowledge of understanding Azure and AWS security.
- Demonstrable knowledge server configuration automation with Ansible

Abilities
- Maintain strict confidentiality with UCSF data/information
- Maintain high level of professional ethics
- Exercise good judgment and seek guidance as appropriate when confronted with unanticipated problem
- Maintain a high-performance standard.

To Apply
Qualified Kenyan nationals are encouraged to apply.

All applicants must address each selection criterion detailed in the minimum requirements above with specific and comprehensive information. All applications must include the following:
- Cover Letter
- Current CV with names, email addresses and telephone numbers for three referees

Applications must be sent by email to **HR.Kenya@ucglobalprograms.org** with the email subject **Regional Linux Server Administrator** by end of day **Friday, June 17, 2022, by 5pm EAT**.

Only short-listed candidates will be contacted.