



PostBank

VACANCY NOTICE

PostBank is a Commercial Bank that is committed to fostering prosperity for Ugandans. The bank is growing and giving opportunity for its employees and the public. PostBank is in need of a competent and achievement driven professional to fill up the below role that has fallen vacant.

POSITION DESCRIPTION

JOB TITLE: SYSTEMS ADMINISTRATOR

REPORTS TO: MANAGER BUSINESS TECHNOLOGY INFRASTRUCTURE

JOB PURPOSE

- The role holder serves as a technical expert around system administration for all systems.

KEY RESPONSIBILITIES /KEY DELIVERABLES

- Manages the day-to-day operations of the PBU host computers by monitoring system performance, configuration, maintenance and repair.
- Ensure high availability and performance of mission-critical systems through proactive monitoring and intervention.
- Ensure that records of system downtime and equipment inventory are properly maintained. Works with vendors to assist support activities.
- Establishes, maintains and manages user accounts for all IT services on a daily basis. Installs, modifies and maintains systems and utility software on server computer systems and provides server support related to other software.
- Design and implement automated network and system monitoring platforms enhanced with SMS and E-mail event notifications.
- Implement cost effective enterprise system visualization platform.
- Establish guidelines/methods and hence document procedures for the installation and management of the host computer operating systems, network operating systems, fiber channel switches, remote deployment of applications and other components.
- Develop and enforce procedures to secure systems against unauthorized access, user misuse, and environmental risks.
- Develop procedures, programs and documentation of backup and restoration of host operating systems and host-based applications (email system, Domain).
- Design and implement a host-based intrusion detection system to enhance the security of all servers running.
- Design and implement enhanced logging platforms complete with graphing and trend analysis.
- Design and implement host-based firewall platforms especially for UNIX and Linux Servers.
- Develop and coordinate project directions and schedules to maximize benefits and minimize impacts on service availability. Provides leadership in planning and implementation of projects for computer operations and enterprise systems administration.
- Oversee data centre operations including server hardware, cooling systems, UPS (uninterrupted power system), and fire protection systems to ensure optimal IT environment.
- On a daily basis, monitor new patch releases, perform tests on test environment and ensure timely patch updates of the critical resources
- Participate in the training of the section staff in advanced system administration skills and on a regular basis develop tools, procedures, and training sessions for Operations staff, EBOs and the rest of staff to ease their work.

- Design and implement effective asset management for tracking the bank's ICT assets as well as ensuring that for all IT Asset procurement, there is value for money and optimal utilization of these assets
- Coordinate with external vendors, technical support teams, and partner organisations to ensure timely resolution of system-related issues.
- Manage the Help Desk function on a daily basis, ensuring all support tickets are resolved promptly and effectively.
- Stay current with advancements in systems administration technologies and recommend innovations that enhance the Bank's IT infrastructure and performance.
- Update system documentation weekly to accurately reflect recent changes, activities, and incidents.

BUSINESS BEHAVIOURS

- **Passion:** Committed to excellence, deliver outstanding results and make a positive impact for our customers and stakeholders.
- **Teamwork:** Collaborates effectively, values mutual respect and diverse perspectives to achieve shared success and deliver greater value to the Bank.
- **Integrity:** Uphold honesty, transparency, and accountability, ensuring ethical practices in every action.
- **Innovation:** Embraces creativity and forward-thinking, continually seeking new solutions to enhance customer experience and drive business growth.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

- A Bachelor's degree in Computer Science, Information Systems and Technology, Software Engineering and any other related course
- Deep understanding of operating systems both windows and Linux
- Networking
- Understanding basic networking principles like TCP/IP, DNS, DHCP
- Scripting and automation
- Knowledge of scripting languages like PowerShell
- Cloud computing
- Virtualization and containerization

THE FOLLOWING DOCUMENTS SHOULD ACCOMPANY THE APPLICATION

- Cover letter, Detailed CV, and Copies of academic documents all as one file.

MODE OF APPLICATION

- Online applications addressed to **Chief People & Strategy Officer**, PostBank Uganda.
- Send application to hr@postbank.co.ug with job title as subject.
- Closing Date: **Friday 04th July 2025 at 5:00pm.**
- Only shortlisted candidates will be contacted.

PostBank Uganda Ltd is an equal opportunity employer

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