

JOB DESCRIPTION

1. JOB DETAILS:

Company:	Dana Energy
Location:	Headquarters
Department:	Information & Communication Technology
Position Title:	Linux System Administrator
Grade:	10
Reports to:	Infrastructure Supervisor
Job Type:	Full Time

2. JOB PURPOSE:

Linux administrator will be responsible for designing, implementing, and monitoring the infrastructure; also, to collaborate with other team members to develop automation strategies and deployment processes. You will become an integral part of the team, making every problem of the platform a problem of your own, and solving them accordingly.

3. JOB DIMENSIONS:

Number of Staff Supervised:	Direct Reports:	▪ 0
	Direct Matrix Reports:	▪
	Total Reports:	▪ 0
Financial Dimensions:		▪

4. KEY ACCOUNTABILITIES:

- Help tune performance and ensure high availability of infrastructure
- Design and develop infrastructure monitoring and reporting tools
- Develop and maintain configuration management solutions
- Develop test automation frameworks in collaboration with rest of the team
- Create tools to help teams make the most out of the available infrastructure
- Support and scale server infrastructure for development, QA and production
- Member of team managing 24-7/always-on, multi-site infrastructure
- Ensure proper security, monitoring, alerting and reporting for the infrastructure
- Assist with capacity planning for all aspects of the infrastructure
- Ensure that all projects and infrastructure are properly documented
- Design, implement and operate a scalable and reliable system infrastructure supporting fast growth
- Perform daily maintenance activities
- Participation in an on-call rotation

5. COMMUNICATIONS & WORKING RELATIONSHIPS:

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6. FRAMEWORKS, BOUNDARIES, & DECISION MAKING AUTHORITY:

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7. QUALIFICATIONS, EXPERIENCE, & SKILLS:

- Bachelor's degree in a relevant subject and/or equivalent combination of education, training and experience.
- Experience with Linux servers in virtualized environments
- Familiarity with the fundamentals of Linux scripting languages
- Experience installing, configuring, and maintaining Linux services
- Strong grasp on configuration management tools, such as Puppet and Chef
- Familiarity with load balancing, firewalls, etc.
- Proficient with network tools such as iptables, Linux IPVS, HAProxy
- Experience with virtualization technologies, such as VMWare and Xen
- Ability to build and monitor services on production servers
- Knowledge of servers, storages and switches
- English language proficiency level: ILR-3 (Professional Working Proficiency)
- Excellent documentation skills
- Familiarity with, ISO 20000

Statements in this Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.

10. APPROVALS:

Line Manager (Dept. Manager / Function Head):

Signature			Date	
Group Human Resources Director:				
Signature			Date	