Job Title:	Network Administration	Reports to:	Senior Manager, Network Administration
Unit:	Infrastructure, Data Assets	Department:	Engineering, Digital Business
Grade:	Band 4	Date:	
Job holder:		Supervisor:	
Signature:		Signature:	

Job Purpose Statement

The Network Administration is to lead in the design, planning, implementation and support of the IT network in the organisation, and the related infrastructure. He / She should be expert in network infrastructure and security technologies. The role should design networks for the required performance, capacity management considerations, and should be capable to align the network requirements with the costs in implementing and supporting the platforms.

Key Accountabilities (Duties and Responsibilities)

Perspective	% Weighting *(to add up to 100%)*	Output
Network Planning	40%	Design, and implement organisational network to achieve performance and availability targets.
Network Management	20%	Manage network availability, Service Recovery, to ensure projects, incidents; problems are addressed according to defined set of policies, processes, procedures and SLA's.
Network Integration	10%	Effectiveness of integration of network strategy / blueprint with the bank's business direction
Network Security	10%	Effectiveness of the network security (policy, controls and infrastructure) with regard to protection against exposure to and impact of risks associated with data loss, corruption and/or unauthorized access
Network setup	10%	Plans, Designs and implements network projects in accordance with Bank's requirements and Monitor Capacity/Performance of the networks to ensure optimum efficiency
Team Leadership	10%	Lead a team of network administrators, create a highly performing team, set objectives for the team, and monitor execution to meet the set objectives and performance targets.

Job Description

Job Dimensions

Reporting Relationships: jobs that report to this position directly and indirectly	
Direct Reports	Network Administrators
Indirect Reports	Vendors

Stakeholder Management: key stakeholders that the position holder will need to liaise/work with to be successful in this role.	
Internal IT Department	External

Decision Making Authority /Mandates/Constraints: the decisions the position holder is empowered to make *(Indicate if it is Operational, Managerial or Strategic)*. *Please also highlight any budgetary control responsibility if applicable for the role.*
• Structure of network infrastructure within approved guidelines • Network design, reviews and improvement proposals

Work cycle and impact: time horizon and nature of impact (Planning) *(e.g. Less than 1 week, 2 weeks, 2 weeks – 1 month, 1month – 3 months, 3-6 months, 6-12 months, above 1 year)*
6 - 12 months

Ideal Job Specifications
Academic: • Bachelor's Degree in Computer Science, Information Technology or related field. Professional: • CCNA, other relevant professional qualifications in IT field would be an added advantage • Project Management certification and experience is preferred e.g. PRINCE2, PMP Desired work experience: • Five years' experience in network support on medium to large organizations. • Working experience in a bank or other financial services organization would be added advantage

Job Description

NCBA Bank Core Value Behaviours (Performance Drivers)
Confident (Self Mastery): Describes people who are self-assured, in control, bold and deliver to the highest standards of expectations with ease while exhibiting the sort of present that builds confidence in others   **Comfortable** (Connecting with people): Describes people who are cool and resilient under pressure, honest in every dealing, open to constructive criticism, can be relied on to deliver.   **Elegant** (Effortless delivery): Describes people who demonstrate effortless simplicity and are able to do mundane things with grace and flair. They connect easily with different audiences, exhibit finesse in all interactions and have a high sense of values that they uphold at every turn.   **Prestige** (Pride and ownership of our work): Describes people who believe in themselves, are respected and treat others with respect and occupy a significant place in people's minds.

Ideal Job competencies

Technical Competencies	
	- Organization development to effectively plan networks, server hardware, Linux & UNIX operating systems, and Windows operating systems support for optimal performance. - Knowledge and experience in modern practices for networks, server hardware, Linux and UNIX operating systems, and Windows operating systems architecture and operations in medium to large banks to provide guidance on quality improvements and strategic changes - Technical skills to effectively perform or guide performance of networks, server hardware, Linux and UNIX operating systems, and Windows operating systems design and operations activities/tasks in a manner that consistently produce high quality of service. - Knowledge and effective application of all relevant banking policies, processes, procedures and guidelines to consistently achieve required compliance standards or benchmarks.

Behavioural Competencies	
	- Interpersonal skills to effectively communicate with and manage customer expectations (internal and external), and other stakeholders who impact performance. - Self-empowerment to enable development of open communication, teamwork and trust that are needed to support performance and customer-service oriented culture.

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