

## **Job description of the system administrator**

### **1. General provisions**

1. The system administrator of the Non-profit Institution "Independent Agency for Accreditation and Rating" (hereinafter the Agency) belongs to the category of technical performers, is hired and dismissed by order of the General Director of the Agency

A person with specialized professional education, experience in the maintenance and repair of personal computers and office equipment, who knows the basics of local area networks (TCP/IP protocol stack, network equipment, principles of building local area networks) is appointed to the position of system administrator.

2. The system administrator should know:

3. Technical characteristics, purpose, operating modes, design features, rules of technical operation of office equipment, and personal computers.

4. Principles of repair of personal computers and office equipment.

5. Fundamentals of information security, ways to protect information from unauthorized access, damage or intentional distortion.

6. The procedure for registration of technical documentation.

7. Internal labor regulations.

8. Fundamentals of labor legislation.

9. Rules and regulations of labor protection, safety and fire protection.

10. Appointment to the position of system administrator and dismissal from office is made by order of the General Director.

11. The System Administrator reports directly to the General Director.

### **2. Professional competencies and skills**

5. The system administrator must have the following professional competencies:

1) Knowledge of standard office software packages;

2) Ability to interpret a variety of data and make recommendations;

3) Comprehensive knowledge of information security and data protection rules;

4) Demonstration and promotion of best practices in information processing and storage.

### **3. Job responsibilities**

6. The system administrator is obliged to:

1) Install operating systems and software necessary for work on working computer equipment.

2) Maintain computer equipment in working condition.

3) Register users in the mail server, assign IDs and passwords.

- 4) Provide technical and software support to users, advise users on work issues.
- 5) Set access rights and control the use of network resources.
- 6) Ensure timely copying, archiving and backup of data.
- 7) Identify user and software errors and take measures to correct them.
- 8) Provide network security protection against unauthorized access to information, viewing or changing system files and data.
- 9) To carry out anti-virus protection of working computer equipment.
- 10) Prepare proposals for the modernization and purchase of office equipment.
- 11) To monitor the installation of office equipment by specialists of third-party organizations.
- 12) Make the layout of the documentation before uploading to the site.
- 13) To carry out timely uploading of information to the agency's website.

#### **4. Rights**

7. The system administrator has the right to:

- 1) Get acquainted with the documents defining his rights and obligations for the position, criteria for assessing the quality of performance of official duties.
- 2) Submit proposals for improving the work related to the duties provided for in this job description to the Director General for consideration.
- 3) Require management to provide the organizational and technical conditions necessary for the performance of official duties.
- 4) improve skills.

#### **5. Responsibility**

8. The system administrator is being held accountable:

- 1) for improper performance or non-performance of their official duties provided for in this job description - within the limits established by the current labor legislation of the Republic of Kazakhstan;
- 2) causing material damage – within the limits defined by the current labor and civil legislation of the Republic of Kazakhstan;
- 3) irrational and negligent use of material and technical resources assigned to him;
- 4) non-compliance with official ethics and labor discipline;
- 5) disclosure of confidential official information.