Job description of the System administrator

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

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

2. The system administrator should know:

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

2) Repair principles of personal computers and office equipment.

3) Basics of information security, ways to protect information from unauthorized access, damage or intentional distortion.

4) The registration procedure of technical documentation.

5) Internal labor regulations.

6) Fundamentals of labor legislation.

7) Rules and regulations of labor protection, safety and fire protection.

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

4. The system administrator reports directly to the General Director.

2. Job duties

The system administrator must:

1) Install operating systems and necessary software 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, and advise users on their work.

5) Set access rights and control the use of network resources.

6) Ensure timely copying, archiving, and data backup.

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) Perform antivirus protection of working computer equipment.

10) Prepare proposals for the modernization and purchase of office equipment.

11) Monitor the installation of office equipment by third - party specialists.

12) Make up the documentation before uploading it to the site.

13) Perform timely uploading of information to the Agency's website.

3.Rights

The system administrator has the right to:

1) Get acquainted with the documents defining his rights and duties in his position, the criteria for assessing the quality of performance of his duties.

2) Submit proposals for work improvement related to the duties provided for in this job description to the General Director for consideration.

3) Require management to provide the organizational and technical conditions necessary for the performance of his job duties.

4) Improve his qualifications.

4. Responsibility

The system administrator shall be liable:

1) for improper performance or non - performance of his job 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) the disclosure of confidential official information.