JOB POSTING REQUEST FORM

JOB DETAILS

Reference #	CP-542-2022
Company Name	OMT
Industry	Financial Services
Vacancy	Senior Systems Specialist
Number of vacancies for that position	
Job Type *(FT, PT, Contractual, Seasonal)*	Full Time Employment
Major(s)	Computer Science, Information Systems, Computer & Communication Engineering, Systems & Networking or any related technical discipline
Degree	University Degree
Years of Experience	Minimum 7 years
Location	OMT HQ (Sami Soleh)
Remuneration & Benefits	NSSF and Transportation
Currency (LBP, Dollar, Lollar)	Dollar and Lollar
Tasks & Responsibilities	- Evaluates, analyses & troubleshoots case problems until resolution - Provides technical support on-site or remotely to resolve systems issues in a swift manner - Assists application owners in the setup, monitoring and enhancements of their application & database servers, maintenance of security & contingency plans - Communicates with vendors & partners to escalate system issues with continuous follow up until resolution - Administers systems backup and restores data; executes monthly checks on data integrity - Creates, administers, maintains & troubleshoots virtual machines servers' farm and Oracle Database Appliance (ODA) solution - Administers, maintains & troubleshoots SAN Storages and performs close monitoring

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- Contributes in maintaining the existing data center, disaster recovery site, and their upgrades, relocations & contingency drills
- Maintains & Enhances Windows group policies; ensures servers farm is up to date with the latest operation systems
- Administers MS Office365, implements all features and provides trainings to end users
- Monitors audit logs for servers and host on the internal network
- Identifies servers needs and requirements, plans and coordinates the delivery of high availability systems services
- Executes tasks within the incident response team to ensure quick resolution to any systems issue during and outside working hours
- Stays up to date with latest IT trends & technologies and suggests enhancements
- Creates & updates technical documentations & procedures related to systems, software, hardware, and licenses' inventories
- Creates, maintains & updates systems policies, processes & procedures; ensures they are all implemented across the company/department
- Implements new IT solutions with a security mind set
- Prepares IT-related training topics and delivers training sessions to OMT staff when needed.

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