



**Hofokam**  
Loans for Success

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## VACANT POSITIONS

**Hofokam Ltd** is one of the largest Micro Finance Institutions operating in western Uganda with its head office at Fort Portal. Its vision is to economically empower households in Uganda. Hofokam's mission is to provide quality financial services, information and technical training to the economically active poor so as to enable those we serve realize their full potential.

As an equal opportunity employer, we invite qualified candidates to apply for the jobs being advertised below:

<b>Post</b>	<b>Network and Systems Administrator</b>
<b>Location</b>	<b>Head Office</b>
<b>Reports to</b>	<b>ICT Manager</b>

His or her major duties will be to provide ICT functions and servicesto Management and staff in line with the company policies and procedures.

### Key Duties and Responsibilities

1. Designs the administration processes and maintenance of the Active Directory / Microsoft Exchange™ / Unified Messaging systems.
2. Plans and coordinates the installation of new releases and system software.
3. Installs and tests new system software releases and place them in production mode after successful testing.
4. Develops and operates Storage™ (SAN, NAS), backup and disaster recovery plans, and an enterprise antivirus / patch management infrastructure.
5. Researches and evaluates information technology hardware and software system requirements; configures.
6. Installs and maintains server hardware and software where applicable; recommends, implements, and ensures systems security.
7. Provides tier/layer three operational support as needed.
8. Develops and maintains physical and virtual server provisioning.
9. Train and Assists other staff in the basic use of the system software application.
10. Monitor WAN, LAN and Internet usage to ensure network regularity.
11. Prepares systems documentations in accordance toexisting ICTstandards and policy manuals.

12. Performs other related duties as assigned.
13. Operating, installing, maintaining, configuring, and troubleshooting a variety of highly technical computers, servers and peripherals;
14. Manages time, communicates clearly and concisely to both internal and external clients.

### Qualification

The position of a Network and Systems Administrator is a sensitive one and highly technical and therefore requires someone with maximum integrity and with the following qualifications;

- A Minimum of a Degree in IT/Software Engineering or Computer Science from reputable institution of higher Learning.
- Knowledge in DNS, DHCP, SMTP and other core protocols.
- Minimum of 2 years' experience in network or infrastructure administration or support.
- Knowledge in setting up Active Directory in Windows Server 2012 & Desktop.
- CCNP or CCNA Certified (added advantage).
- Others: Microsoft Certifies (added advantage).

### Minimum Competencies Required

To be able to dispose the above responsibilities, the Network and systems Administrator should have at least the following capabilities:

1. Skills in written and spoken English;
2. Possesses positive and professional outlook, problem solving skills and ability to work under pressure.
3. Ability to work with minimum supervision.
4. Strong analytical skills and flexibility in accepting tasks and assignments

If think you think that you meet the above requirements, please send your applications with copies of academic and professional certificates, a CV, postal address, day time telephone contact, names and details of at least three (3) referees **not later than 15<sup>th</sup> May 2016**. Delivering them physically to or by use of this email address:

Email: [info@hofokam.co.ug](mailto:info@hofokam.co.ug)

**The Human Resource Manager**  
**HOFOKAM LTD**  
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