

## **Job Description**

**Name:** Vacant

**Supervisor:** Manager: Human Resources, Compliance and Administration

**Substitute/s:** TBI

**Supervisee/s:** Data Capturer

**Job Title:** SharePoint Administrator

### **Purpose Of The Position**

The main purpose of the SharePoint Administrator's post is oversee the SharePoint Portal Server infrastructure, user access and application deployment. Support the installation, configuration, security, operation, and maintenance of all web portal servers, equipment, and software related to SharePoint infrastructure.

The post reports directly to the Manager Human Resources, Compliance and Administration.

### **Scope**

The SharePoint Administrator responsibilities include administration of SharePoint database and applications, providing technical support for users, deploying new servers, maintaining systems, monitoring and troubleshooting the system, developing tools for system management, and support of an Enterprise SharePoint environment (understanding relationship with active directory, SQL, IIS, etc).

### **Responsibilities**

Participate in planning and execution of tasks related to the evaluation of new SharePoint based initiatives (Upgraded Versions, Third-Party Solutions, Integration with additional Enterprise Systems). Perform typical system administrative activities such as site creation, backup, restore and issue resolution. Technical support and workflow communication.

### **Development Responsibilities**

Maintain and develop the current BFS code base and migration of code base to any future versions of SharePoint. Performing of requirements analysis, development and version control between the code base and third party solutions that link the underlying structure of the organization together.

<b>Task Group</b>	<b>Weighting %</b>
Task Group 1 – SharePoint duties	70
Task Group 2 – Management	10
Task Group 3 - Development and Maintenance	20

### **Task Group 1 – Data Capture Duties**

<b>Process</b>	<b>Tasks</b>
SharePoint Duties	<ul style="list-style-type: none"> <li>• Install and configure SharePoint infrastructure.</li> <li>• Plan, design and implement SharePoint security including, but not limited to, authentication, security roles, user groups, audiences, and item level security.</li> <li>• Plan, design and implement SharePoint data protection, backup and recovery.</li> <li>• Assist with evaluating new SharePoint technologies and recommend best-practice solutions</li> <li>• Troubleshoot functional and technical incidents occurring within SharePoint</li> <li>• Plan and design improvements to SharePoint performance as directed.</li> <li>• Perform corrective SharePoint administration, configuration and maintenance as required.</li> <li>• Create documentation for any function performed under any competency as directed.</li> <li>• Plan, design, implement and modify navigational and aesthetic changes to SharePoint pages as directed.</li> <li>• Ensure solutions require minimal training to the end user while maintaining high reliability and usability.</li> <li>• Plan and execute SharePoint end user training.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain technical documentation that supports the systems</li> <li>• Analysis reporting for the purpose of capacity planning</li> <li>• Guide record management processes and procedures</li> </ul>
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### Task Group 2 – Management

Process	Tasks
Management	<ul style="list-style-type: none"> <li>• Supervise staff according to agreed organizational standard</li> <li>• Supervise staff according to agreed organisational standard</li> <li>• Quality control work output of department</li> <li>• Plan, distribute and manage work deliverables and deadlines</li> <li>• Conduct performance management discussions with team</li> </ul>

Process	Tasks
Development	<ul style="list-style-type: none"> <li>• Add new solutions to the BFS codebase and maintain as well as enhance functionality</li> <li>• Exercise version control over all code</li> </ul>

### Knowledge, Skills And Abilities

*(The knowledge, skills and attitudes required for satisfactory job performance)*

#### Knowledge

*The incumbent must have proficient knowledge in the following areas:*

- BS/BA – in IT related area.
- MS SharePoint 2007 or 2010 installation, configuration, and troubleshooting experience.
- Microsoft SQL administration and troubleshooting

- 5+ years of experience with SharePoint administration
- 5+ years of experience with SQL server

### **Development Experience required**

- 5+ years of experience with .Net Development.
- COM+
- Microsoft Office Integration
- Document Management Experience

### **Certifications:**

- MCITP: SharePoint Administrator 2010
- CompTIA Security +
- MSCD.net 2005 or above

### **Skills**

*The incumbent must demonstrate the following skills:*

- Experience with monitoring and capacity planning specific to SharePoint
- Proven problem-solving, change management and technical planning skills
- Effective written communications skills / Good spelling and grammar skills
- Strong analytical and Decision making skills
- Effective verbal and listening communications skills
- Ability to communicate effectively
- Excellent Time management skills
- Ability to juggle multiple projects while meeting deadlines
- Strong leadership and managerial skills

### **Personal Attributes/Abilities**

Communications – Strong communication skills

- Apply programme priorities according to documented standards and expectations
- Constantly evaluate the quality of own communication

Constituent Relationships - Manage relationships with stakeholders

- Identify potential constituents with whom to build relationships within the context of the SABFS
- Implement documented policies governing relations with stakeholders
- Maintain effective constituent relationships.

Personal Leadership: - Communicate and model SABFS mission and priorities to stakeholders

- Instil pride in meeting work standards among colleagues.
- Accept personal responsibility for own work performed.
- Enable and empower self to take initiative and be creative

- Assist with the implementation of SABFS vision and program goals

Problem Solving - Identify problems that undermine the effectiveness of a programme/process

- Identify workable solutions for program-wide problems, systems and processes.
- Support colleagues and leaderships involvement with, and accountability for, problem solving as a means to increase organisational capacity

Program Planning and Management: - Support the development, implementation and evaluation of program activities

- Support established budgets and implement agreed steps and time frames
- Build consensus with colleagues and management
- Support established standards and agreed expectations for performing work activities and ensure the quality of own work produced
- Successfully manage own work projects.
- Invite critical analysis and perspectives from colleagues and act on their recommendations to improve program/process effectiveness.

Resource Building and Stewardship:

- Encourage relationship building with stakeholders and colleagues to assure continued support for SABFS
- Build support for SABFS initiatives amongst stakeholders and colleagues
- Support SABFS mission, programs and services.

Results Orientation

- Working diligently through each aspect of a task or project;
- Driving a task or project through to completion within agreed timeframes.
- Identifies priorities of own tasks and/or activities and effectively allocates own time to complete tasks.
- Identifies priority of team activities and/or projects, establishes, and articulates short to medium term goals for own activities
- Determines project/assignment requirements by establishing workable frameworks.

Teamwork:

- Contribute own expertise to the work performed by the team.
- Support the effective interactions among peers and colleagues
- Support effective team functioning by dealing with issues of conflict.
- Identify needs and providing opportunities for improvement or enhancing own skills.
- Produce required reports detailing results achieved.
- Provide critical insight and feedback to team, to enhance the performance and results of the team

Other Skills:

- Strong time management and priority-setting skills
- Ability to work under pressure.
- The incumbent must maintain strict confidentiality.

**Terms Of Contract:** Permanent

**Print Name:**.....

**Signature:**.....

**Date:**.....