

Job Title: *Applications Administrator*
Location: *Western Region*
Category: *Senior Staff*
Industry: *Agribusiness*

Company: *Confidential*
Status: *Full time*
Department: *IT*

SCOPE:

The position entails SAP implementation and its usage with necessary support to all categories of staff with respect to database systems and all applications within the Company.

FUNCTIONS/ACTIVITIES:

- Performing system analysis to determine and document user needs
- Participating fully in all the design phase of SAP implementation in the Company
- Participate fully in the testing and acceptance phases of all functions defined for SAP in BBP
- Participate fully in the creation of master data for all domains or modules of SAP project
- Liaising with stakeholders to provide the necessary support to resolve all problems encountered by users of SAP
- Create a log book for all incidents with their corresponding solutions throughout the life cycle of SAP project
- Assist Business Process Owners(**BPO**) and Key Users (**KU**) to evaluate processes and perform continuous improvement of system with regard to the needs of the Company
- Liaising with software vendors for installation of database software acquired
- Ensuring that adequate software licenses are acquired for users
- Following up on the renewal of software licenses as and when due
- Ensuring backup is done every day with weekly copies kept as prescribed in Disaster Recovery procedure
- Ensuring that there is relation or interface among applications running on the database
- Assisting users to eliminate manual processes and procedures used in the performance of their duties
- Training the users to use the application effectively
- Coding and Implementing new requirements from users
- Configuring applications to be friendly to users
- Ensuring appropriate permissions are set for all users based on job function
- Setting up of reports required by users
- Training users to be able to use the applications
- Implementing upgrades and updates as and when released
- Liaising between the company and software channel partners in providing technical and functional support to the users
- Follow up on various new items and information needed to update the website
- Research and implement current technologies to make the website attractive and current
- Installing security patches to ensure the website is not compromised

REQUIREMENTS:

Education:

- BSc. Computer Science

Experience:

- Minimum of 5 years relevant working experience

Skills and competence

- MS SQL Server
- Microsoft dotNet Framework
- Content Management System
- Very good knowledge of ERP System (SAP)
- Good Analytical Ability and Problem-solving skills
- Ability to Create, initiate and achieve Results
- Good Communication, Interpersonal and Presentation Skills
- Must be a Team Player
- Ethical and Confidential

Closing date for all applications: 31st October, 2017.