JOB DESCRIPTION

			Technology and Information Department
Function	:	System Administrator	

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Mission

Status	:	Manager

► **Responsible for the administration, use, support, maintenance and security of the information system (IS) of which he is in charge.**

Activity level		100%

Each employee is responsible for the smooth running of his or her section and for keeping his or her competences up to date in line with the IOC's training policy.

In addition, each employee may be asked to take on responsibilities other than those required by the job if particular circumstances so require.

Main responsibilities

Administration and operation
- The systems administrator is responsible for the correct functioning of his information system in the test and production environments from its implementation to the daily operations, continuous management and monitoring the correct functioning of the system, in line with the service contracts defined with the users and providers;
- He is responsible for following up and analyzing the availability of the system and its performances, using monitoring reports made available by the service provider;
- He participates actively in developing user rules for the application for which he is responsible, with the corporate norms and standards, and respecting the service contracts;
- He participates actively in installing and integrating the information system for which he is responsible, in the production environment;
- He coordinates with the host the management of access rights for the IS applications for which he is responsible, according to the procedures and user profiles defined;
- He ensures correct follow-up, with the integrator and the site host technical teams, of the handling of incidents or anomalies of the information system for which he is responsible: diagnosis, identification, formulation with the integrator and follow-up of the resolution.

Support and maintenance
- The service administrator validates the corrective, preventative and progressive maintenance actions with the integrators, monitoring their quality;
- He supports the second-level "helpdesk" and ensure coordination of the technological activities and follow-up of incidents pending with the integrators, supporting the "IOC helpdesk" with the aim of providing corrective measures for the dysfunctions noted;
- He provides technological monitoring of the various aspects of the IS infrastructure for which he is responsible (standards, formats, technology, etc.), and uses his initiative to make proposals.

Management
- The service administrator participates, alongside the hosting center, in the organization and management of corrective or preventative maintenance actions, with the integrator technical teams;
- He ensures that the integrators' intervention schedule is respected, in the framework of preventative maintenance.

System

- The service administrator is the IOC's reference for the technical architecture of the information system for which he is responsible;
- He participates in and coordinate the implementation of the technical architecture of the IS for which he is responsible;
- He participates in defining configurations and scoping for the tests and production of the equipment components and software selected for the IS for which he is responsible;
- He participates actively in defining and implementing procedures for accessing, using and backing up data and programs;
- He participates in planning and managing preventative back-up actions for all the layers of technical architecture of the IS for which he is is responsible, while guaranteeing the compatibility and interoperability of the various equipment and software components of the system;
- He coordinates the management and follow-up of system breakdowns and dysfunctions.
- He makes a diagnosis and follow up the implementation of corrective measures, in collaboration with the integrators;
- He studies, analyses and report the levels o1 performance, security and availability of the IS for which he is responsible.

Training and language and IT competences

- University degree or equivalent IT qualification.
- Professional experience predominantly in a production, operational or support environment, enabling the person to be a credible contact with respect to his job and as far as providers are concerned (knowledge of trends, technology and understanding of application development).
- Very good theoretical and practical knowledge of IT system administration.
- Knowledge of international and multicultural environments.
- Languages: French and English, read, written and spoken.
- Understanding or knowledge of Italian would be an advantage.
- Knowledge of the standard in complex deployment/roll-out process
- Complete familiarity with Word, Excel, PowerPoint and MS Project software.

Technical, organisational and personal competences

- Proven three-to-five years' experience in a production, operational or support environment.
- Good experience of technical architecture of information systems and IT networks.
- Very good experience with Microsoft Office SharePoint Server 2007 (MOSS 2007) with Microsoft certification.
- First experience with SharePoint 2013.
- Knowledge of EPIServeur, TMCore, Akamai technologies and Project Server solutions would be an advantage.
- Familiarity with network system maintenance and installation techniques.
- Experience in the physical and logical security of information systems and networks.
- Familiarity with monitoring and backup/restoration tools.
- Familiarity with communications careers and good understanding of users and their technical and functional needs.

Behaviour and attitude

- Ability to create a working atmosphere where team spirit helps to improve performance.
- Great ability to work in a team, communicate and interact with different levels of users.
- Great ability to adapt to new technologies, notably those of the internet world.
- Coordination skills.
- Autonomy and sense of organization.
- Strong service, quality and result orientation.
- Sense of priorities and ability to handle the unexpected and stressful situations.
- Sense of initiative, and ability to make proposals.
- Rapidity, accuracy and reliability in performing tasks.
- Availability and flexibility in working hours.
- Interest in sport, culture and Olympism in particular.
- Diplomacy, tact and discretion. Keen sense of confidentiality.

- Ability to communication and share information in an efficient way.
- Ability to create a working atmosphere where respect and fair play are key values and where team spirit helps to improve performance.
- Ability to communicate with people of every level.
- Sociable, friendly and listens to others.
- Excellent spoken and written expression.