

**AFRICAN DEVELOPMENT BANK
VACANCY NOTICE N°ADB/12/228**

TITLE: ERP Systems Administrator - SAP	GRADE: PL-5	Closing Date : 31st October, 2012
Department/Division: Information Management & Method(CIMM)/Infrastructure & Telecommunication (CIMM.2)	Name and Title of supervisor: Jean Hubert BAYALA, OIC, CIMM2	
<p>Objectives: The principal activities of the Infrastructure and Telecommunications Division (CIMM2) are to ensure that the infrastructure and telecommunication systems of the Bank fit the needs of the Institution and function in an efficient and cost effective manner.</p> <p>Among others the work objectives include Provide technical support for Managed SAP Hosting services provided by Infrastructure and Telecommunications Division, including system administration of SAP technology components.</p>		
<p><u>Duties and Responsibilities:</u></p>		
<p>Under the supervision of the Division Manager, the incumbent will carry out the following functions:</p>		
<ul style="list-style-type: none"> • Implement new SAP instances as required • Migrate application customizations from "pre-production" environment(s) to the production environment(s) • Complete scheduled and on-demand instance refreshes • Perform client copy and maintenance • Configure, manage, and monitor TMS (Transport Management System) • Co-ordinate with the application and database team for resolution of problems (functional bugs, performance issues, etc.) • Provide technical support for the client's ERP development team • Plan and conduct disaster recovery tests • Provide assistance in landscape design • Perform routine production support activities and provide incident and problem management support • Troubleshoot SAP-related issues • Undertake performance tuning • Produce documentation as required • Implement project-type activities and other requests for services • Perform support activities during maintenance windows • In case of emergencies, provide support (either on-site or remotely using VPN connectivity) outside normal working hours • Provide standby and on-call support as and when required • Perform other duties as required 		
<p><u>Selection criteria</u> (including required skills, knowledge and experience):</p>		
<ul style="list-style-type: none"> • At least an Engineering degree or Master in computer science, information systems, or related fields with a minimum of 5 years of experience. • Extensive knowledge and experience in administrating and managing at least Net weaver 7.0 platform (ECC 6.0, BW 7.0, Portal 7.0, Process Integration 7.0 and Solution manager) in a Unix environment. • Knowledge of Oracle Database • Experience in monitoring status, using Solution Manager to determine status of various components. • Experience with multiple SAP Implementations, OS/DB Migrations and a SAP Upgrade project is desirable. • Experience in performing database backup and recovery using SAP BR tools • Experience in SAP Portal and ESS/MSS components and JAVA systems monitoring and performance tuning is desirable. • ITIL Foundation Certificate or PRINCE2 certification is desirable. • Certificate in SAP Basis Administration would be an asset. • Proven analytical skills; capacity to detect and correct anomalies and to solve problems; initiative to propose solutions and improvements. • Excellent interpersonal skills. Ability to work under pressure. • Excellent knowledge of English or French and good knowledge of the other language. 		
Submitted by: Harold Akingbade-Taylor, OIC, CHRM.1	Date	
Approved by: Harold Akingbade-Taylor, OIC, CHRM	Date	

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Only applicants who fully meet our requirements and are being considered for interview will be contacted. Applicants will only be considered if they submit a fully completed Personal History Form available on the Bank's website and attach a comprehensive and up-to-date Curriculum Vitae (CV) indicating their date of birth and nationality to recruit@afdb.org. The African Development Bank is an equal opportunity employer and female candidates are strongly encouraged to apply. <http://www.afdb.org/jobs>