

Job Description



مكتبة قطر الوطنية
QATAR NATIONAL LIBRARY
عضو في مؤسسة قطر
Member of Qatar Foundation

1. Job Details:

Job Title:	Unix Systems Engineer	Reports to:	Head of Library Systems
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2. Job Purpose:

To coordinate with Library Technology Specialist to prepare library servers for all library applications development and document QNL servers, storage and network infrastructure.

3. Job Dimensions: Key facts and figures which give an indication of the scope and scale of the job.

Annual Operating Budget/Project Budget/Sales Revenue:					
Number of Staff Supervised:	0	Direct Reports:	0	Contractor/Others:	

4. Key Result Areas:

KEY RESULT AREAS
<ul style="list-style-type: none">➤ Coordinate with AD LIT and Library Technology Specialist to Design, verify BoQ, Configuration of QNL UNIX Server Infrastructure.➤ Document QNL Server, Storage and Network Infrastructure. This includes: Server Specifications & Configurations; Virtual Machines (Oracle Virtual Machines & SPARC LDOM) specifications and Configuration; Application Specific configurations (e.g., Webserver configurations, Database Configurations, etc.); Network details like IP address, Load Balancer Configurations, Application TCP/UDP port for applications, etc.; Storage configurations like LUN Mappings, File System Created, Capacity, etc.➤ Coordinate with Library Technology Specialist to Plan, Install, Configure and Manage QNL Applications.(Webservers, Databases, Repositories, Indexing servers, Streaming servers, Policy Driven Storage Middleware, etc.)➤ Regularly monitor health, security and logs of QNL Applications and Databases (e.g., Logs, replication, performance) to ensure availability and coordinate with Library Technology Specialist to take proactive/preventive measures.➤ Convert QNL Applications, Network, Server and Storage requirements to technical change requests and coordinate with Service Providers (Meeza, QF-IT, Application Vendors, ISP's) to implement the changes.➤ Troubleshoot and Identify QNL Applications issues, Coordinate with Application Vendors/QNL Application Specialists and with Service Providers to fix issues.➤ Regularly monitor and test Backups to ensure all Data is being backed up.➤ Keep abreast of developments, trends and issues in areas of responsibility➤ Perform miscellaneous duties and conduct special projects as assigned➤ Familiarize, understand and implement QF health, safety, and environment policy, procedures, legal regulations and objectives applicable to areas of responsibility.➤ Ensures coordination with HSE department in implementing, monitoring and reviewing of HSE performance to ensure work under his/her control is performed in a safe, healthy and environmentally sound manner.➤ This position includes, but is not limited to, other duties as required and defined by the scope, purpose, and spirit of the institution and are not always indicative of the title and grade of the position

5. Operating Environment, Framework & Boundaries:

Must comply with QF health, safety, security, and environment policies, procedures, legal regulations and objectives applicable to areas of responsibility to ensure that work is performed in a safe, healthy and environmentally-sound manner. Must adhere to all applicable QF and Library Policies & Procedures and must ensure all policies and procedures comply with global standards and leading practices. Must ensure that all library digitization activities within the Qatar National Library conform to relevant legislation, such as data protection, copyright, etc. Work is in a multicultural office and library environment.

6. Communications and Working Relationships:

- Library Technology Specialist – determining priorities, receiving assignments, reporting on progress, and for review of work
- Head of Library Systems – On work escalations as needed
- External vendors – contact as needed regarding issues on servers, storage and software installation
- End Users – On resolving technical problems

7. Problem Solving & Complexity:

Must be able to clearly identify issues and use sound judgment in applying expertise and experience to resolve a range of problems, from moderately complex to very complex, for challenges encountered in the configuration process. Research and analysis is frequently required in order to extract an accurate and concise summary / description of work being digitized.

8. Decision-Making Authority & Responsibility:

Operates within general instructions and well-established instructions / routines and is closely supervised and mentored by the Library Technology Specialist.

9. Minimum Knowledge, Skills & Experience:

- Bachelor's degree in Information Technology.
- Sun Solaris 10 or 11 certification or equivalent relevant system administration certifications required
- 3-5 years of experience required as Systems Administrator
- Experience in some or all of the following: MySQL, Apache, IIS, JBoss/J2EE Application Servers, Tomcat, VDI
- Experience in of working in SUN-ORACLE environment and also Windows environment
- Experience of working with Linux, Unix, Perl, Java and C++
- Knowledge of Database structure and concepts, Oracle and automated Back-up and Restore
- Knowledge of Net Back up and SAM-QFS
- Experience of working with different kind of Storage environment, such as, Pillar Axiom, SL 3000 Tape Library
- Excellent skills in hardware and software troubleshooting
- Experience in writing Technical documents
- Excellent proficiency in reading and writing in Arabic – ability to understand sometimes complex texts and articulate ideas clearly and concisely in writing; Must have good English skills as well
- Experience working in Network management
- Highly organized, methodical and accurate; able to execute repetitive tasks with thorough attention to detail