



BAMBURI CEMENT. BUILD PROGRESS WITH US.



EXTERNAL VACANCY

Job Title: BUSINESS SYSTEMS ADMINISTRATOR

Location and Business Unit

NAI Plant, Athi River

Department

Information Technology

THE OPPORTUNITY

The Business Systems Administrator is responsible for ensuring the performance, stability, and integrity of Bamburi Cement's core business systems — including SAP S/4HANA, digital payment platforms, and various integrated applications — to guarantee seamless business operations and continuity.

In this role, you will monitor and maintain business-critical systems, manage cloud and on-premise environments, and collaborate with internal teams and external partners to troubleshoot issues, implement enhancements, and ensure secure, high-performing systems. You will also play a key role in driving digital innovation by identifying and delivering technology solutions that align with business goals, improve efficiency, and provide a competitive edge in the market.

This is a unique opportunity to work at the intersection of IT and business, contributing directly to process optimization, system reliability, and strategic technology transformation across all operational areas of the company.

ABOUT YOU

Highly analytical, detail-oriented professional with a deep understanding of business systems architecture and administration. You thrive in fast-paced environments, excel at problem-solving, and are motivated by the opportunity to optimize critical business operations through technology.

You're also a team player who brings strong interpersonal and communication skills and can translate technical concepts into business-friendly solutions.

YOUR RESPONSIBILITIES

- Ensure compliance with Health & Safety rules. This is an integral part of all job duties as is the company's overarching value and is implemented in accordance with Group H&S guidelines
- Monitor the performance and availability of all business systems, including SAP ERP, digital payment platforms (e.g., M-Pesa), and bank integrations, to meet defined SLAs and ensure business continuity.
- Collaborate with cloud service providers, IT Business Solutions Analysts, and internal teams to



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troubleshoot application issues and implement timely, effective resolutions.

- Ensure all system changes follow approved change management processes, are fully documented, and comply with internal audit standards.
- Administer and maintain the SAP S/4HANA landscape across Development, Quality, and Production environments, along with related platforms such as Ariba, Concur, SuccessFactors, SAP Analytics Cloud, and Datasphere.
- Manage user roles, access rights, and authorizations in line with internal controls, supporting the internal audit and compliance functions.
- Provide technical support for SAP S/4HANA systems, including Basis-related issues and performance optimization.
- Support the integration of SAP S/4HANA with external systems and banking platforms, ensuring security, data integrity, and robust error handling.
- Lead system testing, performance tuning, and root cause analysis to maintain optimal system health and minimal downtime.
- Identify opportunities for system and process improvements by actively participating in cross-functional operations meetings and engaging with business stakeholders.
- Recommend and implement innovative technologies to solve business challenges and drive competitive advantage.
- Train users and identify retraining needs to enhance system utilization and ensure continuous improvement in digital adoption.
- Document business process flows and validate them with process owners, continuously recommending enhancements aligned with industry best practices.
- Maintain high standards of master data quality, consistency, and governance across all systems.

YOUR QUALIFICATIONS, EXPERIENCE & SKILLS

Level of education

- Degree in Information Technology, Computer Science, or a related discipline.
- Relevant certifications in SAP Basis, AWS, or Azure are an added advantage.

Technical Competencies

- Minimum of 5 years' experience in business systems process design and application development.
- At least 3 years' hands-on experience as a SAP Basis Administrator on SAP HANA and S/4HANA, including 2 years on public/private cloud environments (AWS or Azure).
- AWS administration and infrastructure deployment (S3- Simple Storage Service, EC2 - Elastic Compute Cloud, VPC - Visual private Cloud, Workspaces, SNS - Simple Notification Service, IAM - Identity and Access Management, ELB - Elastic Load Balancing, CloudWatch).
- Proficiency in major database applications preferable Oracle, Microsoft SQL Server, and IBM DB2.
- Deep knowledge of SAP HANA in-Memory Platform core technology, including architecture, landscape design, installation, upgrade, performance tuning and system integration.
- ERP migration from On-Premise to AWS cloud environments

Management & Soft Skills

- Solid understanding of business processes across multiple departments.
- Strong leadership, initiative, and innovation mindset.
- Excellent team collaboration and communication abilities.
- Ability to work under pressure and manage multiple priorities.
- Strong training and mentoring capabilities for system users.

FURTHER DETAILS



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Date of posting: 2nd October 2025	Closing Date : 17 th October 2025
Location: Athi River Plant, Nairobi	Reporting to: Infrastructure and Operations Lead
NUMBER OF VACANCIES	1
HAY GRADE	13
APPLICATIONS VIA	career.applications.bamburi@bamburigroup.com

NB: PLEASE INFORM YOUR LINE MANAGER OF YOUR INTENTION TO APPLY FOR THIS POSITION BEFORE A FORMAL APPLICATION CAN BE SUBMITTED.