Advertisement reference: (IUL)431-AHP/1/2022/30
Date: 10th November 2022

LAND INFORMATION SYSTEM (LIS) SERVER ADMINISTRATOR
TERMS OF REFFEFENCE

A. PURPOSE

Maldives Land and Survey Authority (MLSA) is implementing a Land Information System (LIS) to better manage land resources of the Republic of Maldives and is looking to hire a fulltime consultant to act as a System Administrator to manage the network and the servers the LIS will be deployed.

B. BACKGROUND

Maldives is a small island nation with limited land resources that is spatially distributed. Its population of over 400,000 is thinly dispersed over 188 islands out of total 1192 islands. The remaining being uninhabited. The project aims to implement a computerised geo spatial Land Information System (LIS) developed around the Geographic Information System (GIS) software's provided under ESRI Land Administrations and management Project (LAMP). The primary goal of the LIS is to assist the city councils and island councils to better manage the land resources within their ihthisaas as declared under the 8th Amendment to the Decentralization Act 2010/7, and to provide a centralised system that various stakeholder organisations can access to identify, analyse, and generate reports on land transactions.

C. OVERALL RESPONSIBILITY

The overall responsibilities of the System Administrator, but not limited to the following:
  I. Administration and maintenance of all servers and the Network
  II. Installation (and assist installation when required), document, and maintenance of all hardware and software on the servers
  III. Arranging for repair of hardware during hardware failures
  IV. Ensure that the database and the servers are up and running 24X7
  V. Ensure the security and integrity of the data
  VI. Ensure proper power and cooling is available in the data center
  VII. Monitor all software and hardware products and ensure the servers are up and running 24X7
  VIII. Install, configure, and optimize operating systems and other required software's
  IX. Install, test, and document security patches
  X. Develop, test, document, implement and enhance backup and recovery procedures
  XI. Maintain and document all system users for audit trail
  XII. Coordinate with LIS Administrator to ensure that LIS is and running 24X7

D. SCOPE OF SERVICES

The work of the server administrator will include the following tasks, among others:
  I. Coordinate with the LIS Developer in setting up the server installment for Deployment of LIS in a timely manner and document the process
  II. Train MLSA personnel to manage and scale server environment when needed and provide documentation
  III. Identification and resolution of implementation problems, with the guidance of the LIS Developer

IV. Coordinate with LIS Administrator and MLSA Staff to ensure the timely delivery of services of the Project

V. Ensure information, reports and other documentation requested by the Director General of MLSA for review and/or for presentation to Steering and Technical committees are provided in a timely manner

VI. Any other work-related tasks assigned

E. QUALIFICATION AND EXPERIENCE

I. Bachelor's degree in computer science or a related field with minimum general experience of 3 years in a related field/ or similar capacity including minimum 1 year specific experience in server administration / management

II. Knowledge and understanding of server environment along with certification in related fields

III. Familiarity with the principles and practice of system configuration management using modern declarative tools

IV. Should have strong management, and communication skills in presenting, discussing, and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team

The successful individual must be willing to work for extended periods without direct supervision. Have strong interpersonal and communication skills; ability to train users in applications and operating system fundamentals and to write basic documentation

F. REPORTING REQUIREMENT

I. Report directly to the Director General (DG) of MLSA on all aspects of the Project throughout the duration of the contract unless otherwise advised by the Client.

II. The Server Administrator is expected to report to work on weekdays from 0800 – 1600 hours other than public holidays.

III. The Server Administrator is expected to work outside of official working hours in the case of system failure or stoppage of LIS services to ensure LIS is up and running

IV. The Server Administrator is required to report to work in official attire.

G. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 12 months from the signing the job contract for the works with potential renewal of contract based on performance and organizational need.

H. SELECTION CRIETERIA

The LIS Server Administrator will be selected based on the following criteria.

Criterion	Point
I.Bachelor's degree in computer science or a related field with minimum general experience of 3 years in a related field/ or similar capacity including minimum 1 year specific experience in server administration / management.	40
certification in related fields (5 points per certificate)	20
Experience in server administration / management	40

Note: Reference letters will be taken into consideration while awarding points

I. RENUMERATIONS AND LEAVE DETAILS

1. Successful individual will be paid an all-inclusive monthly fee of MVR **17,550.00** will be paid as Monthly Basic Salary.
2. Successful candidate will be entitled to Pension deduction as per Maldivian Pension Act from the Monthly Basic Salary (7%).
3. Local transport for official travel between Male', inter-Atolls and inter-islands and allowances to cover food and accommodation for the trips will be provided from the project.
4. Ramadan allowance at the government prevailing rates.
5. Office space and other facilities such as computers will be provided as required.
6. Leave Entitlement:
    a. Annual Leave: The Consultant may take up to thirty (30) working days leave per calendar year, upon completion of one year of contract.
    b. Sick Leave: The Consultant may take Thirty (30) days of paid sick leave.
        (i) The Consultant is allowed to take 30 days sick leave with a medical certificate specifying the nature of the illness and recommended duration of sick leave by a licensed medical practitioner is to be submitted on the first day back at work.
        (ii) Notwithstanding the above, Consultant is allowed to take 15 days sick leave without medical certificate and can be taken for two consecutive days.
    c. Family Responsibility Leave: The Consultant may take Ten (10) days of paid leave in a year to attend important obligations such as tending family members during illness.
    d. Unpaid Leave: The Consultant will not be paid for leave(s) that exceed the maximum allowed and the Client may terminate the contract if the unpaid leave exceeds more than thirty (30) working days.

J. APPLICATION

Interested applicants may submit their proposal in a sealed envelope indicating the following:

1. Letter of Expression of Interest (EOI)
2. Copy of National Identification Card
3. Attested copies of Educational Certificates (copies taken from original accredited certificates)
4. A CV that demonstrates that the applicant is qualified to perform the services (including a description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)
5. Reference Letters from current/previous employers

K. SUBMISSION

Interested candidates may submit their proposals on or before the time provided in the advertisement to the following address:

Maldives Land and Survey Authority
Ameenee Magu
Male'
Republic of Maldives
Post Code: 20392