

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



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NATIONAL CENTRE FOR INFORMATION TECHNOLOGY

Ref no: (IUL) 164-H/1/2019/81

Date: 10th September 2019

TOR - Systems Administrator

BACKGROUND

National Center for Information Technology (NCIT) is an institute established on 25th of March 2003 as the main agency for the development, promotion and propagation of Information Communication Technology (ICT) in Maldives. One of the institutes' mandates is to establish, maintain and develop the National Computer Network of Maldives and provide Enterprise grade services such as SaaS, PaaS, IaaS. The Infrastructure Division is responsible for layout, maintenance and management of the National Computing Network (NCN) and providing efficient services to a client base of above 300.

MAIN DUTIES AND RESPONSIBILITIES

The position is within the E-Government Development Division of NCIT, under the supervision of the IT Executive for E-Government Development. The Systems Administrator will be responsible for administrating data center. In addition, his/her specific duties will include, but will not be limited to:

1. Provide installation and maintenance of all data center equipment classified as:
 - a. Servers, SANs, NAS, Routers, Firewall, Switches.
 - b. Workstations connected to a LAN/UNIX /WIN NT/XP Servers.
2. Perform test and installation of "Windows" software on servers and all new computers. Also assist in delivery of in-house computer training and report to direct supervisor the condition of the equipment received together with a verification of the inventory report including progress;
3. Monitoring the performance of the whole network and to troubleshoot all areas including cables, and other media linked to the network configuration.
4. Bridges the gap between information users and programmers by facilitating requirements for local and wide area networking communication links between the parties.
5. Serves as a link between users (mostly end-users) and IT staff, interpreting user needs and formulating user specifications.
6. Participates in the development, implementation, and maintenance of server based computer systems.
7. Takes active role in structuring the problem, quantifying objectives, and helping to synthesize and crystallize user wishes so that system specifications can be prepared.
8. Proposes compromises when conflicting user interests arise.
9. Studies problems (or anticipates potential problems) and suggests which procedures, methods, or techniques are required for computer based solution to the problems.
10. Explains the capabilities and limitations of computing to users with no technical background.
11. Assist IT management with drafting documents on the technological feasibility of proposals.
12. Assists IT management in planning and implementing strategies to reduce user resistance to new or changing systems
13. Assists in orientations, training programs, and preparation of user training manuals on various network applications.

14. Participate and act as focal point for telecommunication facilities configuration and preparation of user training manuals.
15. Develop system test goals and methodology.
16. Participates (along with users) in systems evaluation.
17. Identifies systems errors and recommends system modifications.
18. Resolves complaints and serves as mediator in user/IT staff disputes.
19. Train staff on building HR Capacity the acceptable standards.
20. Any other duties that may be assigned from time to time.

MANDATORY REQUIREMENT

- Diploma level academic qualification in ICT field.
- Minimum of 5 years of professional working experience in data center administration.
- Technical expertise in OSI Model, Ethernet networks configuration, TCP/IP, IP addressing, and structured cabling skills.
- Working knowledge of client server, Windows NT/XP server, Exchange Advanced Server 2000, VMWare ESX Server Virtualization, administration, and install and configure Linux/Unix firewalls will be an added advantage
- Good oral and written skills in English.

KNOWLEDGE ON:

- Microsoft Enterprise Architecture
- CISCO standard networks
- Microsoft Exchange
- Microsoft Server Administration
- Linux Architecture & Administration
- IP Telephony (Asterisk, 3CX, etc)
- Data center virtualization (VMWare ESXi)
- Computer Data Security
- Database Administration (MSSQL, MySQL, PostgreSQL, ORACLE)
- Microsoft Server & Linux high availability configuration
- Optical Fiber Technologies for data center (SAN, SAN Switches, etc.)

PERSONAL SKILLS & COMPETENCIES

- Candidate must be familiar with the goals of NCIT
- Ability to deal people with diplomacy.
- Knowledge about IT Department clients and their work
- Ability and patience to teach and train both professionals and non-technical users.
- Ability to function well under pressure, resolve conflicts, and balance trade-offs.
- Ability to work in a team.
- May require traveling.

DURATION

- 02 years

REMUNERATION

- Basic Pay 15,000.00 MVR
- Performance Allowance 5,000.00 MVR
- Attendance Allowance 3,500.00 MVR

CONTENTS OF JOB APPLICATION

The job applications should comprise the following documentation and late submission of any of the documents will not be accepted:

- Letter requesting for the job,
- Copy of Identification Card,
- Copies of academic certificates
- CV (with contact number)
- Copies of reference produced by previous employers

FURTHER INFORMATION

Further information will be provided upon request through email to jobs@ncit.gov.mv

In this context, the National Centre for Information Technology invites interested candidates to send applications, along with relevant documents to:

Human Resources Unit
National Centre for Information Technology
64, Kalaafaanu Hin'gun,
Male', Republic of Maldives
Phone: + (960) 334 4000/ Fax: (960) 334 4004

Or

Email to:
jobs@ncit.gov.mv

Deadline: 18th September 2019 (Wednesday) at 13:30