

## TERMS OF REFERENCE (TOR)

**Announcement No:** SMED/HR/IU/2026/10

**Post:** System Administrator  
**No of Vacancy:** 01  
**Post Type:** Permanent  
**Department:** Information Systems Department  
**Reporting to:** Manager-IS

### Key Tasks, Responsibilities and Deliverables:

- Lead a team with technician(s) to administer and maintain the networks, servers, desktop and helpdesk support efforts to ensure High Availability (HA) and High Performance for users.
- Install and upgrade computer components and software, manage servers, and integrate automation processes.
- Troubleshoot hardware and software issues by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues.
- Perform regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures.
- Administer and maintain Azure cloud infrastructure and other cloud-based solutions.
- Administering Microsoft Office 365 products: (SharePoint, OneDrive), Windows and Linux Servers.
- Work as the intermediate between information users and programmers by facilitating requirements for local and wide area networking communication links between the parties.
- Install, configure, deploy, administer, and support necessary hardware and software for LAN and WAN infrastructures, including VMs, switches, routers, firewalls, and load balancers.
- Research, evaluate, design, test, recommend, and plan implementation of new or improved network hardware/software/devices.
- Inspect network, hardware and software for vulnerabilities and ensure all systems are up to date.
- Manage firewall, ICT protocols and serve as lead primary escalation point for firewall related issues and threats.
- Ensure high level of physical and network security through CCTV, access controls, backups, and firewalls.
- Responsible for capacity, storage planning, and database performance.
- Assists in orientations, training programs, and preparation of user training manuals on various network applications and policies.
- Assist in requirement identification, bids analysis.
- Perform any other duties that may be assigned from time to time.



### **Requirements and Qualifications:**

- Minimum bachelor's Degree qualification in Computer Science / System Administration / Information Technology/ Information security or other ICT related field with minimum 1 year experience in System Administration or in a related IT field.
- Minimum Diploma qualification in Computer Science / System Administration / Information Technology/ Information security or other ICT related field with minimum 5 years' experience in System Administration or in a related IT field.

### **Other Competencies required:**

- Good interpersonal skills and proven ability to work in a highly team-oriented environment.
- Strong commitment and willing to work outside normal working hours if required.
- Ability to lead a team and work independently.
- A demonstrated passion for learning new technologies and strong will to explore.
- Resourcefulness and problem-solving aptitude.
- Time management skills and able to prioritize the tasks.
- Ability to work under pressure and deliver project objectives.

### **Added Advantages:**

- Cyber security related certifications will be an added advantage.
- Resourcefulness and problem-solving aptitude.
- Knowledge of system security, cloud services and data backup/recovery.
- Solid understanding of Windows Server Administration.
- Solid understanding of TCP/IP protocols.
- Solid understanding of virtualized environments.
- Solid understanding of Linux Administration.
- Experience in VMs and Cloud Infrastructure.
- Experience in firewall and server administration.
- Experience in system security and data backup/recovery.
- Experience in database management (MSSQL, MySQL, No SQL solutions).
- Experience in the banking or financial services industry.

### **Remuneration Package:**

- Gross pay between MVR 20,000 – MVR 21,150 depending on the Qualification and Experience.

### **Other benefits:**

- Health Insurance as per company policy
- Training and development opportunities

### **Working Hours:**

- The selected applicant will be required to work from 0800 to 1600 on weekdays.



### **Documents required with the job application:**

- Complete and up-to-date Curriculum Vitae (CV).
- Copy of valid National Identity Card.
- Copies of academic certificates with transcripts.
- **All international certificates must be accredited by MQA**
- Reference letters from current/ previous employers certifying **types of employment, job roles, and service period.**
- Recommendation letters from previous supervisors or employers (optional).

### **How to Apply:**

- Required documents should be submitted using the link: <https://smedmv.aidaform.com/job-application-form-system-administrator> before **27th April 2026 14:00 hrs.**

### **Important notes for applicants:**

- Incomplete applications will be rejected without further notice.
- Applications should be submitted only via the given link, applications received via email will be rejected.
- Only **short-listed candidates will be notified** for an interview.

*For inquiries, please contact us on weekdays between 8:30 am to 14:00 pm 1613 or email at [careers@smedigital.mv](mailto:careers@smedigital.mv)*