# ANNOUNCEMENT

# System Administrator

MOH is looking for an system Administrator to oversee all aspects of the ICT department; from internal operations to related outsourced service providers.

The ideal candidate for this position will have the technical and organizational experience required to ensure the MoH ICT department provides a solid foundation for the required organizational growth, achieving all the objectives set by MoH.

Other requirements of this position include:

Oversee the deployment, monitoring, and support of all hardware and software installed and used across the units and departments of the organization, including end user devices associated.

Oversee negotiation and administration of vendor, outsourced providers, and consultant contracts and service agreements, to ensure they meet MoH internal requirements.

Make recommendations for the improvement of IT infrastructure, systems, and operations.

Develop and implement security standards, processes, procedures, and guidelines across MoH.

Work with top management to develop a vision of new applications / data architecture / reporting that fits the services and mandate requirements.

Qualifications:
- A minimum of 5 years of work experience
- Bachelor's Degree in MIS, Computer Science or equivalent technical degree
- Systems Administration/System Engineer equivalents certification in Microsoft OS and Apple OS platforms.
- Ability to quickly fix technical problems face to face or remotely
- Ability to deploy and manage WAN / LAN networks, integrate services and applications such as linking databases cross BUs, installing, running Accounts, HR and other management applications, Finger Print machines, security systems, scanners, printers, VoIP, Mobile Apps.
- Creative problem solver with the ability to bring solutions to the table

Basic Salary:Mrf 15000

Monthly Allowance:Mrf 10000/-

Daedline: 02 May 2021 before 12.00hrs to jobs@health.gov.mv

Please Contact 3014423 If you have any queries regarding the post.

**JD**

# Sytem Administrator

ESSENTIAL FUNCTIONS:

The system Administrator is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. This individual participates in technical research and development to enable continuing innovation within the infrastructure. This individual ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational values, enabling staff, volunteers, customers and Partners.

This individual is accountable for the following systems:

Organizations LANs/WANs infrastructure and connected equipment at core network level to the end user desktop, running any required OS including Linux, Windows OS platforms, Apple OS platforms, Android OS platforms, etc., connecting and supporting MIS infrastructure that support both services and accounting information and data systems.

Asset Management; Responsibilities on these systems include SA engineering and provisioning, operations and support, maintenance and research and development to ensure continual innovation and up-to-date system running on all services.

SA Engineering and Provisioning

1. Engineering of SA-related solutions for various project and operational needs.

2. Install new / rebuild existing servers, devices and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.

3. Install and configure systems such as supports GIS infrastructure applications, Asset Management applications, Services management applications and Sales management applications on desktop and Mobile platforms across all BUs.

4. Develop and maintain installation and configuration procedures.

5. Contribute to and maintain system standards.

6. Research and recommend innovative, and where possible automated approaches for system administration tasks.  Identify approaches that leverage our resources and provide economies of scale.

Operations and Support

7. Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.

8. Perform regular security monitoring to identify any possible intrusions.

9. Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary.

10. Perform regular file archival and purge as necessary.

11. Create, change, and delete user credentials  per requirement.

12. Repair and recover from hardware or software failures. Coordinate and communicate with impacted departments or Bus.

Maintenance

13. Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary.

14. Upgrade and configure system software that supports GIS infrastructure applications or Asset Management applications per project or operational needs.

15. Maintain operational, configuration, or other procedures to ensure security and flow

16. Perform periodic performance reporting to support capacity planning and have plan approved timely.

17. Perform ongoing performance tuning, hardware upgrades, and resource optimization as required.  Configure CPU, memory, and disk partitions as required.

18. Maintain data center environment, Routine data backup, monitoring and maintaining supporting equipment.

KNOWLEDGE/SKILLS:

1. Bachelor (4-year) degree, with a technical major, such as engineering or computer science.

2. Systems Administration/System Engineer certification in Microsoft and Apple platforms.

3. Four to six years system administration experience.

COMPLEXITY/PROBLEM SOLVING:

1. Position deals with a variety of problems and sometime has to decide which answer is best. The question/issues are typically clear and requires determination of which answer (from a few choices) is the best.

DISCRETION/LATITUDE/DECISION-MAKING:

1. Decisions normally have a noticeable effect department-wide and company-wide, and judgment errors can typically require one to two weeks to correct or reverse.

RESPONSIBILITY/OVERSIGHT –FINANCIAL & SUPERVISORY:

1. Functions as a lead worker doing the work similar to those in the work unit; responsibility for training, instruction, setting the work pace, and possibly evaluating performance.

2. No direct budget responsibility.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

1. Interpret and/or discuss information with others, which involves terminology or concepts not familiar to many people; regularly provide advice and recommend actions involving rather complex issues. May resolve problems within established practices.

2. Provides occasional guidance, some of which is technical.

WORKING CONDITIONS/PHYSICAL EFFORT:

1. Responsibilities sometimes require working evenings and weekends, sometimes with little advanced notice.

2. MoH services traveling maybe required, country-wide, hence traveling and working in remote site as maybe required by the company.