



JOB OPPORTUNITY: NETWORK ADMINISTRATOR

Applications are invited from suitably qualified and experienced candidates for the post of **NETWORK ADMINISTRATOR** at the GIDC, Frequente Industrial Park, St. George.



KEY RESPONSIBILITIES:

- ✓ Provide network and helpdesk support with a variety of operating systems, software, and hardware to include Audio Video equipment.
- ✓ Perform routine preventative maintenance, patch management, diagnostics, software, hardware and network infrastructure upgrades, repairs, installation, configuration, and provisioning as needed.
- ✓ Assist with the management of IT and information system assets including maintaining IT asset inventory records and defining software and system requirements for upgrades.
- ✓ Monitor, improve and maintain the security, connectivity and performance of the network and information systems to include preparation of daily, weekly, or monthly reports as required.
- ✓ Produce technical documents and manuals for IT systems and processes as needed.
- ✓ Design, implement and/or improve automated workflow processes and digital services.
- ✓ Define, manage, and update network policies and procedures as needed.
- ✓ Liaise with service providers and vendors for maintenance and improvement of network and related hardware and software.
- ✓ Ensure routine redundant data backup and disaster recovery operations are carried out to include backup integrity checks.
- ✓ Contribute to GIDCs Business Continuity plan to include advancement of its IT infrastructure, preparation of annual IT budgets and assisting with the procurement of goods and services as required and in keeping with existing policies.



PREFERRED CANDIDATE PROFILE:

- ✓ **Experience & Required Knowledge:**
At least five years' experience in a network administration role. Previous experience with Windows Server 2012 and 2016, Active Directory, RMM/MSP solutions, VPNs, Microsoft 365, Windows 10, Cisco, Avaya, Unifi, Negate technologies, network security and development and implementation of disaster recovery plans are required.
 - ✓ **Education:**
Bachelor's degree in Computer Science or a related field and or any combination of certifications in MCSE, CISSP, CCNA, or CCNP.
 - ✓ **I.T. Skills:**
Proven research skills, network engineering, network operations, server, routing, switching, network performance analysis, technical troubleshooting and documentation capabilities.
 - ✓ **Competencies:**
Knowledge of networking concepts, structured cabling, QuickBooks, productivity tools, computing infrastructure, server and AD management, monitoring tools, critical thinking, reporting and problem-solving. Organizational, time management and interpersonal skills, ability to identify and relay complex technical issues, understanding of WordPress, IP/SIP telephony technologies and scripting language will be assets.
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APPLICATION PROCEDURE:

Applications and supporting documents should be submitted via e-mail to application@gidc.gd no later than **Friday, February 26, 2021**. Request for a detailed Job Profile can also be made via this email address.