

THE GOVERNMENT OF ST CHRISTOPHER AND NEVIS

Ministry of Information, Communication, Technology and Posts

P O BOX 186,

NATIONAL ICT CENTER, #3 C. A. PAUL SOUTHWELL INDUSTRIAL SITE

BASSETERRE, SAINT KITTS

TEL: (869) 465- 2521 ext 467-1281/1607 EMAIL: pssec.moient@gov.kn

Ministry of Information, Communication, Technology and Posts

Job Description

Job Title: Network Administrator

Work Location: National ICT Center, C.A.P. Southwell Industrial Site

Division/Department: Department of Technology

Reports to: Director

Full-time
 Part-time

Description of Post:

The Network Administrator's role is to oversee the design, installation, administration, management, and maintenance of the Department of Technology's network infrastructure components to achieve high performance of the various networks and systems. The Network Administrator will also assist in overseeing the administration, management, and maintenance of the Government Wide Area Network (GWAN).

Duties and Responsibilities for the post include but are not limited to the following:

1. Install and support LANs, WANs, network segments, Internet, and intranet systems.
2. Install and maintain network hardware and software.
3. Manage and provide VPN support for internal and contract service providers.
4. Monitor computer systems to improve network performance for computer systems and networks.
5. Troubleshoot and respond to network connectivity issues and resolve any wireless communication issues.
6. Actively monitor and proactively address alerts encountered by users and automated monitoring systems.
7. Secure network systems by implementing security policies, enforcing them and monitoring access to them.
8. Perform network address assignment.

9. Assign routing protocols and routing table configuration.
10. Assign configuration of authentication and authorization of directory services.
11. Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers.
12. Maintain network servers such as file servers, VPN gateways, intrusion detection systems.
13. Implement and maintain backup schedules.
14. Advise on the purchase of networking software, hardware and other IT supplies.
15. Act as the technical escalation point within the networking team.
16. Maintain network inventory and configuration documentation.
17. Any other duties that may be assigned.

Education and/or Experience:

The Applicant must have the following skills:

- University degree in the field of computer science, networking or management information systems or a related discipline.
- Certifications in CompTia Network +, CompTia Security+, and/or Cisco CCNA etc. would be a plus.
- Proven experience in a network administrator role.
- Hands on experience in networking, routing and switching.

Knowledge and Skills

1. Ability to communicate technical information, both verbal and written to end-users.
2. Great organizational and project management skills.
3. Good analytical and problem-solving skills.
4. Excellent knowledge of best practices around management, control, and monitoring of network infrastructure.
5. Ability to implement, administer, and troubleshoot network infrastructure devices and diagnose and solve networking problems.
6. Familiarity with different types of network operating systems.
7. Experience in supporting and configuring Active Directory.
8. Familiarity with backup and recovery software and methodologies
9. Knowledge of storage technologies such as SAN or NAS
10. Experience with network performance and monitoring tools.
11. Knowledge of application transport and network infrastructure protocols.

12. Ability to create network diagrams and documentation for design and planning network communication systems.
13. Ability to quickly learn new technologies and products using documentation and internet resources.

Salary: K33-38 /K39-K41 (\$59,340-\$72936) / (\$76,068-\$83,292) per annum

The deadline for the receipt of application is **February 19th 2023**

Please send applications to:

**Permanent Secretary
Ministry of Information, Communication, Technology and Posts
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