



THE GOVERNMENT OF ST CHRISTOPHER AND NEVIS

Ministry of Information, Communications, Technology & 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: technology@gov.kn

Ministry of Information, Communications, 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
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> 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 <ul style="list-style-type: none">• Install and support LANs, WANs, network segments, Internet, and intranet systems.• Install and maintain network hardware and software.• Manage and provide VPN support for internal and contract service providers.• Monitor computer systems to improve network performance for computer systems and networks.• Troubleshoot and respond to network connectivity issues and resolve any wireless communication issues.• Actively monitor and proactively address alerts encountered by users and automated monitoring systems.• Secure network systems by implementing security policies, enforcing them and monitoring access to them.• Perform network address assignment.• Assign routing protocols and routing table configuration.• Assign configuration of authentication and authorization of directory services.• Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers.• Maintain network servers such as file servers, VPN gateways, intrusion detection systems.• Implement and maintain backup schedules.• Advise on the purchase of networking software, hardware and other IT supplies.• Act as the technical escalation point within the networking team.• Maintain network inventory and configuration documentation.• Any other duty that may be assigned.
Qualifications / Training <ul style="list-style-type: none">• Certifications in CompTia Network +, CompTia Security+, and/or Cisco CCNA etc. would be a plus.

Skills and Competencies

- Ability to communicate technical information, both verbal and written, to end-users.
- Great organizational and project management skills.
- Good analytical and problem-solving skills.
- Excellent knowledge of best practices around management, control, and monitoring of network infrastructure.
- Ability to implement, administer, and troubleshoot network infrastructure devices and diagnose and solve networking problems.
- Familiarity with different types of network operating systems.
- Experience in supporting and configuring Active Directory.
- Familiarity with backup and recovery software and methodologies
- Knowledge of storage technologies such as SAN or NAS
- Experience with network performance and monitoring tools.
- Knowledge of application transport and network infrastructure protocols.
- Ability to create network diagrams and documentation for design and planning network communication systems.
- Ability to quickly learn new technologies and products using documentation and internet resources.

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.
- Network experience of at least 10 years
- Proven experience in a network administrator role.
- Hands on experience in networking, routing and switching.

Salary: K33 – K38 / K39 – K41 (\$59,340-\$72,936) / (\$76,068 - \$83,292) per annum

The deadline for the receipt of application is **November 29th, 2023.**

Please send applications to:

Permanent Secretary

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