

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Senior Systems Administrator

Job Summary

The incumbent is accountable to the Manager, Systems and Network Administration for the effective and efficient management of IT server infrastructure, client/server services and operating system environments, ensuring optimal uptime and business continuity. This is accomplished via the deployment and maintenance:

- Servers;
- Client/server services;
- Disaster recovery systems;
- Infrastructure load test and balancing;
- User management

The systems deployed will be within the mandate of the Integrity Commission's Act and will ensure the Entity achieves its Mission and Vision in a sustainable manner.

Major Responsibilities

1. Leads and manages the System Administration activities in the organization.
2. Manages and supervises the Assistant System Administrator.
3. Manages and executes projects related to organization's IT infrastructure.
4. Installs and configures software and hardware.
 - a. Windows Servers and Clients
 - b. Linux Servers and Clients
 - c. Hypervisors
5. Implements and maintains Patch Management Systems.
 - a. Windows Updates and Security patches
 - b. Linux Updates and Security patches
 - c. Software Updates and Security patches
 - d. Retire old Applications and Systems

6. Creates and implements On-Site Email Infrastructure.
 - a. Install Email Infrastructure and supporting functions
 - b. Create Email Accounts and Groups
 - c. Create policies for routing emails and signatures
 - d. Configure emailing from end devices
7. Manages network servers and technology tools.
 - a. Create and maintain Active Directory Infrastructure (User management)
 - b. Create and maintain Domain Name System (DNS), File and Print Infrastructure
 - c. Create and maintain Certificate Infrastructure
 - d. Create and maintain Virtual Server Environment
 - e. Create and maintain Virtual Network Environment
 - f. Create and maintain Database Environment
8. Implements, manages and evaluates IT infrastructure monitoring and reporting systems to:
 - a. Ensure 98% Uptime
 - b. Maintain access to systems by clients
 - c. Implement and maintain Logging Servers
 - d. Analyse security and event logs
 - e. Track behaviour of servers, network devices, and endpoints using security information and event management tools
9. Configures and maintains Private Branch Exchange System (PBX).
10. Configures and maintains a Storage Area Network (SAN)
 - a. Monitor Storage Levels and efficiency
 - b. Expand storage capacity
11. Disaster Recovery Management
 - a. Create and maintain backup schedule
 - b. Verify backup process
 - c. Review results of test recovery process based on backup process
12. Troubleshoots and resolves IT incidents and events.

13. Ensures security through access controls and firewalls
 - a. Implement and maintain access to files and resources using policies and permissions
 - b. Allows access to the network by using network policies.
14. Ensures staff has resources to ensure proper use of new technologies.
15. Builds an internal knowledge base with technical documentation and manuals.
16. Creates and executes end-to-end test plan, managing all activities in the plan to ensure that all the objectives are met and that the solution works as expected. The solution should be tested in terms of functionality, performance, reliability, stability, compatibility and adhere to legal, organizational and industry standards.
17. Maintains, improves and recommends upgrading of IT infrastructure to ensure the Commission gets maximum value and performance.
18. Assesses the usefulness of pre-developed application packages and adapt them to a user environment.
19. Coordinates with Network and Security Officer to provide access to the networked resources via VPN.
20. Generation of reports from IT Systems and based on job functions when required.
21. Performs any other related duties that may be assigned from time to time by the Director.

Minimum Required Qualifications and Experience

- Undergraduate Degree in Computer Science, Management Information Systems, Business Administration, or other related field, or
- Formal Training in the System Administration.
- Minimum of three (3) years' experience in a similar position, preferably in a Public Sector Organisation.

Other Desirable Qualifications & Experience that would be an asset

- Certification in systems architecture – Microsoft Certified Solutions Expert (MCSE), Server+, Linux+, etc
- Certification in network architecture – Cisco Certified Network Professional (CCNP), Cisco Certified Network Associate (CCNA) , Network+, VMware Certified Professional, Wireshark Certified Network Analyst (WCNA)

Desired Skills & Competencies

- Shares the Commission's values, mission and vision.
- Stakeholder engagement skills.

- Excellent System Administration Skills.
- Ability to manage client/server environments
- Ability to manage virtualized environments
- Ability to configure Windows Server, Linux and Docker environments
- Ability to optimize IT environment performance
- Ability to keep infrastructure compliant with changing and constantly upgraded industry standards
- Ability to prioritize requests/incidents to ensure the most vital are dealt with first
- Reasoning Power - ability to timely assess of situations.
- Strong enterprise system design skills
- Ability to communicate with persons of varied Information Technology competencies in both written and oral formats and to deal effectively
- Ability to represent process of varied complexity in a in simple, easily understood, nontechnical manner
- Anticipates and solves problems and takes advantage of opportunities.
- Ability to inspire confidence of others, command respect of others and to respect the dignity of others.
- Proficiency in the use of Microsoft Office Suites.
- High level of confidentiality, honesty and integrity.
- Works on own initiative, trustworthy and result oriented.
- Effectively plan and manage time.

Specific Knowledge

- System Administration Domain.

Working Conditions

- Typical office environment, travel may be required to engage external stakeholders.
- Willingness to work beyond normal working hours as the situation may demand.

EMOLUMENTS PACKAGE

Basic Salary:	\$2,572,931.00 - \$3,004,916.00 per annum
Travel Allowance	\$894,924.00 per annum

GENERAL

Appointments will normally be on the basis of a Three-year Contract in the first instance, which is renewable based upon performance. A Gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

STATUTORY DECLARATION OF ASSETS

Please be advised that, *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than:

Friday, October 29, 2021 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

The Human Resource Manager
Integrity Commission
PIOJ Building, 1st Floor
16 Oxford Road
Kingston 5

Or email: vacantpositions@integrity.gov.jm

All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted.

Please be advised that the successful candidate will be subjected to background checks.