



CAREER OPPORTUNITY

The Telecommunications Authority of Trinidad and Tobago (the Authority) is an independent body established to regulate the telecommunications and broadcasting sectors. Our Corporate Culture incorporates teamwork, a strong work ethic and individual professionalism. Applications are being invited from dynamic, forward-thinking individuals for the following position:

INFORMATION TECHNOLOGY (IT) ADMINISTRATOR

The Job

To maintain all aspects of systems administration, including servers, clients, applications, and databases. This includes implementation, configuration, coordination, control, maintenance, troubleshooting, security, usage monitoring and the development of specialized system procedures within the Authority.

Key Duties and Responsibilities

1. Provide technical expertise and recommendations in assessing new IT software projects and initiatives to support and enhance existing Microsoft-based systems.
2. Install new/Rebuild existing servers and configure hardware, services, etc. in accordance with standards and project / operational requirements in the vSphere 6.5 environment.
3. Install, configure and maintain business systems such as Microsoft Dynamics, Automated Spectrum Management System (ASMS).
4. Install, configure and maintain firewall, enterprise network switching and wireless systems.
5. Develop and maintain installation and configuration procedures.
6. Perform accepted best practices for preventative maintenance of the Authority's systems.
7. Research and recommend innovative, and where possible automated approaches for system administration tasks, identifying approaches that leverage existing resources.
8. 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.
9. Perform regular security monitoring to identify any possible intrusions.
10. Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media.
11. Manage and support TATT-issued mobile smart devices and configure user accounts and workstations.
12. Install, configure and maintain SharePoint server environment.
13. Manage configure and support the PBX system.
14. Configure, install and manage Symantec Encryption server and Endpoint Manager.
15. Offer technical support for the Authority's website, webserver and build custom web forms when necessary.
16. Comply with the HSE policy & procedures of the Authority and cooperate with workplace health and safety measures and initiatives.
17. Take reasonable care for own safety and the safety of others and report all accidents, injuries, near misses and hazards to Manager/Supervisor.
18. Perform other related duties as required by job function.

Qualifications and Experience

- Recognized Bachelor's Degree in Computer Science, Computing and Information Systems or related field.

- MCSE / MCSA certification will be considered an asset.
- Demonstrated experience of Windows Server operating systems (2012/2016) and associated technologies (Active Directory, DHCP, DNS, Group Policy, TCP/IP)
- Minimum of four (4) years' in a Systems Administrator or similar role inclusive of desktop support.
- Experience with virtualized environments, specifically VMware vSphere.
- Experience in VOIP/telephony systems will be considered an asset.

Core Competencies

Professional Knowledge, Skills and Abilities

- Knowledge of:
 - Windows 20012 / 2016 Server & Active Directory domains and configurations
 - SQL Servers and SharePoint Servers.
 - Enterprise Resource Management Systems
 - Enterprise backup, anti-virus and anti-spam solutions, enterprise firewalls as well as routers and networking hardware
 - LAN and WAN technologies including VLANs, routing, VPNs, Switches
 - Databases and computer applications
 - Hypervisor technologies
 - VOIP / PBX / telephony systems
 - Symantec Encryption Technologies
- Skills & Abilities
 - IT security protocols, including ability to conduct threat analysis and define secure solutions.
 - Proficient in MS Office tools (Word, Excel, Access, Project)
 - Proficient in MS Dynamics and SharePoint Server will be an asset.
 - Ability to work within tight timeframes and prioritize work
 - Ability to establish and maintain good working relations
 - Ability to communicate effectively, written and orally