



CAREER OPPORTUNITY

The Telecommunications Authority of Trinidad and Tobago (the Authority) is currently seeking to recruit a suitable individual to fill the following permanent position:

INFORMATION TECHNOLOGY (IT) ADMINISTRATOR

Job Summary

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 and Nutanix environment.
3. Install, configure and maintain business systems such as Microsoft Dynamics and 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:

1. Recognized bachelor's degree in computer science, computing and information systems or related field.
2. Fortinet certification will be considered an asset.

3. Minimum of four (4) years' experience in a Systems Administrator or similar role inclusive of desktop support.
4. Demonstrated experience with modern Windows Server environments (2019/2022) and associated technologies, including Active Directory Entra ID DNS, DHCP, Group Policy, PowerShell, and TCP/IP networking.
5. Experience with virtualized environments, specifically Nutanix and VMware vSphere.
6. Experience in Avaya VOIP/telephony systems will be considered an asset.
7. Familiarity with endpoint management and security tools, such as Microsoft Intune, MFA, and Zero Trust security concepts.

Core Competencies

Required Knowledge, Skills and Abilities

▪ **Knowledge:**

1. Windows (2019/2022) Server & Active Directory domains and configurations.
2. Enterprise Resource Management Systems.
3. Enterprise backup, anti-virus and anti-spam solutions, enterprise firewalls as well as routers and networking hardware.
4. LAN and WAN technologies including VLANs, routing, VPNs, Switches.
5. Databases and computer applications.
6. Hypervisor technologies.
7. VOIP / PBX / telephony systems.
8. CrowdStrike and Symantec Encryption Technologies.

▪ **Skills & Abilities:**

1. IT security protocols, including ability to conduct threat analysis and define secure solutions.
2. Proficiency in MS Office tools (Word, Excel, Access, Project).
3. Proficiency in MS Dynamics and SharePoint Server will be an asset.
4. Ability to work within tight timeframes and prioritize work.
5. Ability to establish and maintain good working relations.
6. Ability to communicate effectively, written and orally.

Applications

Applications should be submitted no later than **Friday 13th March 2026** to:

**Manager - Human Resources
Telecommunications Authority of Trinidad and Tobago
#5, Eighth Avenue Extension, off Twelfth Street, Barataria,
Republic of Trinidad and Tobago.**

or email: recruitment@tatt.org.tt

Late applications will not be accepted and unsuitable applications will not be acknowledged.