



National University of Vanuatu

Job Description and Specification



Job Title	System and Network Administrator
Reporting To	Manager of Information Technology (IT)
Job Purpose	Effectively responsible for the operation of the NUV's IT system.
Position Summary	Monitor technological developments, manage, implement, maintain NUV's systems, networks and equipment, develops and adapts the various applications and databases. Contribute to capacity building of the IT team.
Key Responsibilities – Detailed Listing	<ol style="list-style-type: none"><i>Become fully familiar with:</i><ul style="list-style-type: none">- NUV's mission, IT systems and regulations.<i>Ensure the effective implementation of all NUV IT system, including:</i><ul style="list-style-type: none">- Design, implement and maintain the information systems.- Contribute to the implementation of relevant solutions.- Manage the network, computers and servers.- Monitor daily operations, including server hardware and software.- Administer the network, manage the configuration.- Coordinate technology installations, upgrades, and maintenance under supervision of IT manager.- Test, troubleshoot, and modify information systems so that they operate effectively.- Implement or monitor the implementation of equipment, the network, the interconnection of all the NUV's IT resources at its various sites.- Manage computer and network security (access authorizations, protections, etc.).- Maintain the network and IT equipment to ensure and improve their performance, reliability and security.- Assist and train users, staff and junior IT team members, assist through NUV students internships within the IT department.- Ensure the application of approved standards and procedures- Formalize user needs to improve the system.- Evaluate technology risks in order to develop a network disaster recovery plan- Implement and monitor efficient backup and recovery procedures for the main infrastructure and staff data.<i>Others :</i><ul style="list-style-type: none">- Contribute to NUV's choices regarding the purchase of hardware and software, participate in negotiations with service providers.- Manage NUV's telephony (IPBX, 3CX) when it is closely linked to IT facilities.

	<ul style="list-style-type: none"> - Manage cybersecurity and contribute to awareness-raising and training of staff and students in cybersecurity. - Coordinate IT team members within the framework of a system project under supervision of IT manager.
Critical Competencies	<ol style="list-style-type: none"> 1. <i>Listening to the different departments and users.</i> 2. <i>Understand user needs.</i> 3. <i>Be curious, and adapt in any situation.</i> 4. <i>Anticipate changes.</i> 5. <i>Be rigorous, precise and methodical.</i> 6. Technical competencies: <ul style="list-style-type: none"> • Knowledge of control and management of computer and network systems. • Knowledge of installation, configuration, troubleshooting of IT equipment. • Good knowledge of databases, information systems and their administration. • Understanding of the environment in which NUV evolves (sector, customers...). 7. <i>Contribute to the NUV, with innovation and quality focus.</i>
Qualifications	<p>Minimum Bachelor of IT or closely related area from a recognized institution. Relevant professional certificates (CCNA, CompTIA + network or server track, Microsoft, HP, ...) being a plus</p>
Special Skills	<ul style="list-style-type: none"> ➤ In-depth knowledge of IT systems management including network, personal computers and servers ➤ Extensive experience in IT systems, hardware and software with a focus on education. ➤ Excellent written and verbal communication skills ➤ Excellent active listening, negotiation and presentation skills
Required Experience	<ul style="list-style-type: none"> - 3 to 5 years' experience in Network and/or System Administrator or other relevant position.
Language	<p>Fluent in technical English or French and Bislama. Bilingual capacity a plus.</p>
Terms and Conditions of Employment	<p>Three-year local contract</p> <p>Annual salary range: 2.8 M to 3 M VT + 25 % benefits depending on qualifications and experience</p>
Equal Opportunity	<p>The National University of Vanuatu is an Affirmative Action/Equal Opportunity employer committed to diversity. All employment decisions in the NUV shall be based on merit and on equal opportunity. The NUV is committed to ensuring fair, equal, and impartial treatment of all employees in all aspects of employment. The NUV is also committed to gender balance in employment and to providing employment opportunities for people with special needs. In carrying out its employment decisions, NUV will not</p>

discriminate basis of gender, religion, nationality, race, language or disability.

Contact Person

Potential applicants with specific questions are welcome to contact the hiring committee secretariat at apply@univ.edu.vu

Selection Methods

Candidates should compile the following Application Package:

- 1) A letter of application that includes a comprehensive description of the applicant's capacities, experiences, skills and abilities.
- 2) A complete CV that includes background, education qualifications, professional experience
- 3) Official academic transcripts
- 4) Contact information for three (3) referees.

Please email your application package above in PDF format to apply@univ.edu.vu with the following subject line:

Application [YOUR SURNAME] NUV System and Network Administrator

Deadline for submission: 25 November 2024 by 10:00 AM