



Government of
The Republic
of Vanuatu



Telecommunication &
Radiocommunication
Regulator

PO Box 3547
Port Vila
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Vacancy Notice

IT Administrator

TRR is seeking an enthusiastic, proactive and self-driven IT Administrator who will play a key role in leading, managing, coordinating and supporting TRR's core IT systems and operations and other IT/ICT related responsibilities.

The Officer selected will ensure the integrity and security of TRR's core IT systems and operations and other IT/ICT related equipment, manage, support and maintain the local area network including its applications, its associated wide area network, and users of these systems.

The key responsibilities of the IT Administrator include, but are not limited to:

- ensuring the integrity and security of TRR's core IT systems and operations, and all of its IT/ICT related equipment;
- Installing, configuring, and supporting TRR's predominantly Windows based server infrastructure. This includes performing necessary maintenance and monitoring to provide continuous network availability, security, server performance and availability of the file/print, email and Internet access/services, mobile personal devices connectivity, telephony, data integrity, information security including backups, and help-desk to support the organisation in meeting its objectives;
- Researching, designing, developing, and testing operating systems-level or applications software and network distribution software. Operational specifications and formulating and analyzing software requirements may be required;
- Assisting the Manager Corporate in planning, initiating, and managing IT related projects, guiding and supporting the work of the IT Administration & IT Officer, and other TRR staff, and in serving as a liaison between business and technical aspects of projects, as required;
- Writing and maintaining TRR's IT/ICT Policies and specifications;
- Assisting the planning, acquisition, implementation and operation of IT equipment and software to enable the achievement of the organization's objectives and the security and integrity of its IT systems;
- Ensuring infrastructure systems and services are operating at optimal level to ensure TRR's operations function, and that there is high availability and recoverability.

The successful candidate will also be required to work cooperatively and constructively within the Team (Consumer and Corporate Affairs) and across Units (Technical and Internet Governance, Market & Competition, Legal) when and where required.

Required Experience and Qualifications

The IT Administrator will desirably possess all of the following, but a combination of the following qualifications and experience will also be considered:

- At least 3 years or more relevant and direct, hands-on, IT/ ICT experience; or an equivalent combination of education and experience. High performing new graduates in IT/Telecom/ICT/Information Systems are, however, encouraged to apply and may be considered;
- He or she must be fluent in English and Bislama; fluency with French will also be an advantage;
- A sound understanding and knowledge of IT and its systems and applications and ICT/Telecommunications;
- High-level knowledge and demonstrable understanding of IT management of server services such as DNS, virtualization, DHCP, IP, routing;
- High-level and demonstrable knowledge and understanding of proxy and firewalls;
- Sound knowledge and a demonstrable understanding of Project Management and Project Coordination skills;
- High level competence in computing applications; e.g. in Word, Excel, PowerPoint, Project;
- Skill-sets to enable recommendations on the use of innovative technologies that will provide benefits to the organization, facilitate the introduction of new technologies in mobile devices, web 2.0/3.0, social media and web based applications;
- Possess a Bachelor degree in a Computer Science or ICT management related subjects.
- High-level written and oral skills; including demonstrable skills in IT/ICT Policy writing;
- An equivalent combination of education and experience in ICT and Telecommunications would be an advantage. The following minimum qualifications and requirements are needed:
 - Display the ability to think logically and identify the strengths and weaknesses of alternative solutions, determine how IT systems will work best in TRR and how potential changes in conditions, operations, and the environment might affect outcomes;
 - Display the ability to identify and promptly resolve complex IT/ICT problems, communicate clearly, promptly resolve TRR staff IT/ICT problems and proactively and promptly review related information and develop and evaluate options and implement solutions;
 - Display the ability to monitor and make improvements to TRR's IT system, hardware, software and systems, take corrective action, and conduct appropriate in-house IT/ICT related training.

Competencies

The applicant must be a highly motivated, accountable, loyal, responsive, self-driven and proactive individual, display and possess clear, concise and effective communication, have sound and demonstrable analytical and problem solving skills, strong interpersonal skills, ethical judgment, be a flexible, team player, have ability to work under pressure and possess demonstrable project management skills.

Salary Package

An attractive package will be negotiated with the successful candidate. This will base on qualifications and experience of the candidate.

Contact Information

Your application must be marked "Confidential" and addressed to The Telecommunications & Radiocommunications Regulator, PO Box 3547, PORT VILA or email to jobs@trr.vu **by 4.00pm on November 3rd 2014.**

In order to acquire a detailed Terms of Reference or for more information about this position, please contact Dalsie Baniala on Telephone: +678 27621.