FIJIAN ELECTIONS OFFICE

JOB DESCRIPTION: NETWORK ADMINISTRATOR (C2/2019)

CORPORATE INFORMATION

1. Position Level: Specialist (Ongoing, Core HQ staff)
2. Salary Range: FJ$55,000 to FJ$80,000 per annum.
3. Duty Station: Suva, limited travel to provinces and districts required.
4. Reporting Responsibilities;
   a) **Reports to:**   Director Corporate Services
   b) **Liaises with:**   SoE, Directors, FEO staff and other stakeholders
   c) **Subordinates**:   Nil

POSITION PURPOSE

This position is responsible for managing the Network infrastructure and access to ICT across all FEO offices.

KEY DUTIES

This position will achieve its purpose through the following key duties. In support of FEO staff to enable them to meet the operational needs:

1. Provide timely and expert support on all ICT network matters to the staff of the FEO;
2. Manage the Network architecture, including ongoing development of the network and maintenance of existing infrastructure;
3. Set up and manage the network to meet user needs (access levels, folders, shared drives etc.);
4. Undertake the roles of Database Administrator and System Administrator as required to support FEO databases;
5. Establish back up protocols and ensure they are followed and are effective;
6. Manage the security of access to the network and databases, including user passwords and audit trails;
7. Provide input as required to key sections of the corporate and operational plans;
8. Provide input as required to ensure that IT services for the FEO are planned for, managed and supported.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. ICT Infrastructure is established, maintained and further developed to meet the ongoing needs of FEO;
2. Support is provided to Users to enable them to effectively utilise available ICT resources.

PERSON SPECIFICATION

The Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 3 years' hands on, practical experience in a multi user environment supporting Microsoft products, Oracle databases, MS SQL Server or equivalent and network installation and maintenance;
2. Experience working in a team environment to meet team goals;
3. Understanding of the Fijian Constitution (2013) and knowledge of applicable finance and information / intellectual property laws of Fiji;

Qualification

Degree in Computer Science and Information System. Certification in CompTIA's Network+, or Cisco CCNA or MS MCTS.

Skills and Abilities

1. Demonstrated ability to analyse and solve complex ICT problems, and to provide assistance to a wide range of staff, in a resource constrained environment;
2. Capacity to install, maintain and repair ICT Infrastructure to support the operations of a complex organisation;
3. Demonstrated ability to meet tight and immovable deadlines;
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character and Political Neutrality

All applicants for employment in the Fijian Elections Office (FEO) must be in sound health, with a clear police record and be politically neutral. The successful applicant will be required to provide a police clearance report.

The Fijian Elections Office (FEO) operates in a politically sensitive environment. Any person who is, and is seen to be active in political affairs and intends to publicly carry on this activity, may compromise the strict political neutrality of the FEO and cannot be considered for employment.