



VACANCY NOTICE 004/2021

SYSTEMS ADMINISTRATOR

The Telecommunications Regulatory Commission (TRC) is seeking an experienced Systems Administrator to support the Technology Department. This person will be responsible for ensuring the availability, efficiency, and security of the TRC's networking infrastructure; back-office systems and implementation of projects in the ICT field. The Systems Administrator must have a thorough technical knowledge, as well as an ability to work independently, whilst managing multiple projects simultaneously.

The Systems Administrators' Primary Responsibilities include but not limited to:

- Perform duties with a high level of confidentiality and must be able to work independently.
- Effectively communicate with all levels of internal and external contacts.
- Manage the organization's networking infrastructure which include firewalls, routers, and switches.
- Manage the organization's various servers and networked appliances.
- Produce reports on systems performance.
- Optimize processes and lead process improvement.
- Manage staff and user credentials and frameworks
- Implement security protocols and procedures to prevent potential threats.
- Provide system administration for the BVI Internet Exchange Point (IXP).
- Documenting processes, backing up and archiving (network configuration) data.
- Perform regular restoration routines to ensure the validity of backup procedures.
- Assist with management of the TRC's website and social media platforms.
- Assist with licencing process.
- Assist with the management of consumer complaints.
- Keeping abreast with technological advancements and best practices in IT administration.

Minimum Qualifications: -

- A Bachelor's degree in computer science, information systems or similar.
- Applicable professional qualification, such as Microsoft, Database administration or Cisco certification.
- 3-5 years of relevant experience in similar work.
- Extensive experience with Windows & Linux servers, switches, firewalls, and related networking technologies.
- Solid knowledge of best practices in IT administration and system security.
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.

Salary: Commensurate with qualifications and experience.

Terms: Permanent – BVI Islanders or Belongers Preferred

Closing date: November 05, 2021

Please send resume to:
Human Resources
Telecommunications Regulatory Commission
P.O. Box 4401
Road Town, Tortola
British Virgin Islands VG 1110
or email hr@trc.vg