POSITION: NETWORK ADMINISTRATOR

Principal Accountability:

The Network administrator plans, designs, develops and monitors network information security policies and ensures its compliance with IT policies and standards. Plans, designs, analyses and provide technical network support for data communications (including PABX) or group of networked end user devices. Conducts research and evaluation of network topology technology requirements and recommends purchases of network equipment. Installs, setup, monitors and manages Virtual Private Networks (VPN), local area networks (LANs), wide area network (WAN) and RD Cloud (MS 365) storage and systems. Perform a variety of maintenance, evaluation, installation, and training tasks to ensure LANs and WAN performance meets company and user requirements. Provides training to RD staff members on IT related issues. He/she ensures network service availability and reliability by implementing access control measures.

The incumbent will be responsible for the following main functions:

1. Plans, develops, implements and monitors server based network information security policies (NISP) in versions to support latest innovations. i.e. Network Access Policies, VPN policies, AD policies, Terminal Services, Third Party Network Access Agreements, (Wi-Fi) Wireless Communication Standards and Policy, Internet and Intranet Security Policy.

2. Develops Network Access, Monitoring, Control and Evaluation Strategies

3. Conduct technical research on network upgrades and components to determine feasibility, cost, time required, and compatibility with current system.

4. Consult with users and evaluate requirements, recommend designs, provide cost analysis, plan projects, and coordinate tasks for installation of data networks. Analyzing workflow, access, information, and security requirements; designing router administration, including interface configuration and routing protocols.

5. Installs, configures and maintains all corporate network resources (network printing, data center access, routers settings, switching, firewalls, proxy settings, Active directories etc.) maintaining a comprehensive Network Documentation in the process,
6. Monitors and maintains high network performance by performing network performance tuning; troubleshooting network problems; escalating problems to vendor.
7. Monitors network bandwidth, traffic, network activities, and network software configuration and ensures compliance with IT policies and NISP.
8. Secures network and ensures service availability and reliability by implementing network access controls, intrusion detection, data protection while maintaining accurate documentation, (firewalls, Antivirus, Active directory etc.), Configuring and testing the equipment as well as defining policies.
9. RD Cloud (MS 365) Management and optimization. License management, Azure integration with on-premises AD, One drive Policy development, Ms Teams management and service deployment, SharePoint Management and Exchange

10. PABX management. PABX Trunks monitoring, E1's monitoring, V-Lans monitoring, Pins, budget and Calls management .
11. Provide training and computer orientation to RD staff
12. Ensures support to junior staff through supervision and instigate discipline corrections where there are cases of misconduct.
13. Produce reports to the relevant supervisors as required.

Key Qualifications and Experience:

Essential

- A degree in information systems, Computer System or any other related Qualification
- Ability to install and administer computer hardware, software and networks
- 5 years' experience in related responsibilities

- Analytical and problem solving skills
- Team building skills
- Decision making skills.
- Excellent communication skills
- Familiar with current IT standards
- Excellent troubleshooting skills
- Multi-tasking, problem solving

For printed job profile, visit the Roads Directorate Head Quarters – HR Office (S 02, S 09).

Also visit www.rd.org.ls or Roads Directorate facebook page for job profile. **PLEASE USE CV FORMAT SUPPLIED IN THE WEBSITE OR FACEBOOKPAGE BY RD WHEN TENDERING YOUR APPLICATION.**

NB: The closing date for the submission of applications is **31st July 2023.** No late applications will be accepted. Only those shortlisted for interviews will be contacted. Applications should be submitted at:

PHYSICAL ADDRESS:
Roads Directorate – Headquarters
Opposite Browns Cash & Carry Supermarket
Corner Senate and Lepoqo Rd, Industrial Area, Maseru