

**VACANT POSITION JOBSPLUS 339/2017****Institute for Education****Manager System Administrator**

**Contract:** Indefinite

**Hours of Work:** Minimum 40 Hours per week

**Qualifications:** Applications will be received from those who on the closing date of the application:

1. Are in possession of a Bachelor's qualification at MQF 6 in Computer Engineering/Computer Science/IT and preferably hold a Systems Administration/System Engineer certification;
2. Preferably have a minimum three (3) years system administration experience;
3. Have excellent communication (oral and written) and interpersonal skills; and;
4. Have full computer literacy.

**Salary:** €25,026 with annual increments of €596 up to a maximum of €28,604 and a performance bonus of up to 5% and a disturbance allowance of up to 5%.

**Job Description:**

The System Administrator (SA) is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. This individual participates in technical research and development to enable continuing innovation within the infrastructure. This individual ensures that system hardware, operating systems, software systems, and related procedures adhere to organisational values, enabling staff and Partners.

This individual will assist project teams with technical issues in the Initiation and Planning phases of our standard Project Management Methodology. These activities include the definition of needs, benefits, and technical strategy; research & development within the project life-cycle; technical analysis and design; and support of operations staff in executing,

testing and rolling-out the solutions. Participation on projects is focused on smoothing the transition of projects from development staff to production staff by performing operations activities within the project life-cycle. This individual is accountable for the systems used at the Institute for Education. Responsibilities on these systems include SA engineering and provisioning, operations and support, maintenance and research and development to ensure continual innovation.

### **SA Engineering and Provisioning**

1. Engineering of SA-related solutions for various project and operational needs.
2. Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.
3. Install and configure systems such as supports GIS infrastructure applications or Asset Management applications.
4. Develop and maintain installation and configuration procedures.
5. Contribute to and maintain system standards.
6. Research and recommend innovative, and where possible automated approaches for system administration tasks. Identify approaches that leverage our resources and provide economies of scale.

### **Operations and Support**

1. Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups;
2. Perform regular security monitoring to identify any possible intrusions;
3. Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary;
4. Perform regular file archival and purge as necessary;
5. Create, change, and delete user accounts per request;
6. Provide Tier III/other support per request from various constituencies. Investigate and troubleshoot issues;
7. Repair and recover from hardware or software failures. Coordinate and communicate with impacted constituencies.

## Maintenance

1. Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. 15. Configure / add new services as necessary;
2. Upgrade and configure system software that supports GIS infrastructure applications or Asset Management applications per project or operational needs;
3. Maintain operational, configuration, or other procedures;
4. Perform periodic performance reporting to support capacity planning;
5. Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. Configure CPU, memory, and disk partitions as required;
6. Maintain data centre environmental and monitoring equipment.

## Generic

1. Assist in the preparation and delivery of the Institute's strategic and business plans to achieve the Institute's objectives while monitoring the strategic and operational plans of the Institute within approved budgets;
2. Assist lecturers in the development of online courses;
3. Creatively uploading material for courses provided by lecturers;
4. Uploading filmed material as part of a blended course and/or webinar;
5. Assist in the development of blended courses, webinars, forums etc. ;
6. Identify general efficiency gains leading to identifiable cost savings in collaboration with the Manager Quality Assurance;
7. Ensure that the IfE develops appropriate measures and procedures to ensure institutional and financial probity;
8. Develop a manual of procedures including all regulations and procedures required for the efficient implementation of high quality professional development by the Institute for Education;
9. Examine the regulatory compliance of the Institute for Education;
10. Establish priorities for greater efficiency;
11. Providing instructional leadership to department managers;
12. Developing and implementing the Institute's strategic plan virtually;
13. Implement the recommendations included in internal and external quality assurance audits;
14. Promote a quality culture while building capacity;
15. Seek standardisation and simplification in all procedures related to the Institute;
16. Handle sensitive and confidential information appropriately and with discretion.

The System Administrator is also expected to maintain contact with the CEO by giving regular updates on the activities related to quality assurance and make proposals that enable the Institute to achieve better performance and improve accountability; and manage other responsibilities as may, from time to time, be assigned by the CEO and advise on any matter they may refer to him/her or on any matter which he/she considers necessary or expedient.

**Interested applicants are requested to submit their CVs and a true copy of their qualifications and/or testimonials by not later than noon (central european time) of the 9<sup>th</sup> February 2018 via email on [ife@ilearn.edu.mt](mailto:ife@ilearn.edu.mt).**