



# The University of Fiji

## INFORMATION TECHNOLOGY SERVICES

### Systems Administrator

Ref: OVC 05/11

The duties of the appointee will include the maintenance and updating of hardware, operating system and infrastructure software; management of Active Directory, Group Policies, DHCP & DNS; configuration of switches, routers and firewall, performing system backup and recovery; conducting technical research and making recommendations to Manager I.T Services; and providing user support.

The knowledge and skills required of the appointee include experience with Windows Server 2008 and Exchange 2007 administration, ability to provide support via remote support tools, experience with backup and system recovery technologies, ability to work independently to resolve issues, ability to multi-task and effectively manage workload.

The appointee must have as a minimum a Bachelors degree in Computing Science or Information Systems, two years' work experience with Windows Server 2008, Exchange server & Backup technologies, and industry certifications such as MCITP, MCTS or CCNA will be an added advantage.

#### **The salary range for the above position is:**

**Systems Administrator : F\$19,000 – \$24,000 per annum**

Appointment is initially on a three year contract, renewable for a further three years subject to satisfactory performance.

In addition to the salary, the University pays 8% of salary towards superannuation.

The University also provides those appointed from overseas airfares for the appointee and spouse and up to two children who are not yet 18 years of age, a baggage allowance as assistance towards removal cost of personal effects and which may be claimed on the production of receipts, a settling-in allowance on arrival to assist the appointee with temporary accommodation while he or she looks for more permanent accommodation. These benefits may also apply to Fiji based appointees. There are conditions attached to these benefits. Candidates with exceptional attributes may be granted an appropriate salary loading.

Applicants must send their full curriculum vitae, certified copies of their academic qualifications and academic transcript as part of their application and address the criteria for the position they are applying for.

Please also show the following information in your application: the reference number of the position you are applying for, and the names and addresses (including email) of three professional referees, one of whom must be your current supervisor or immediate past supervisor. Please send your application to The Registrar, The University of Fiji, Private Mail Bag, Lautoka, Fiji, (email: [titoi@unifiji.ac.fj](mailto:titoi@unifiji.ac.fj)) to reach him by the closing date.

**The closing date for application is 9 December 2011**

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