

POSITION DESCRIPTION

National Maritime Safety Authority

AM7099 - Systems Administrator

Papua New Guinea **National Maritime Safety Authority (NMSA)** was Established by the NMSA Act 2003 and is responsible for promoting, complying with and maintaining world class maritime safety standards in Papua New Guinea consistent with legislation and commitments under National Legislation and International Conventions in order to facilitate a safe, efficient and environmentally responsible shipping sector for stakeholders in government, industry and the community.

Under the mandate, NMSA ensures a fully functioning and effective network of aids to navigation; availability of high quality and up to date navigational charts; that vessels meet the safety standards required by law and international commitments; ensuring seafarers' competency through vigilant examination and certification, and coordinating maritime responses to distress calls and monitoring and controlling ship-sourced pollution.

NMSA is inviting suitably qualified and experienced candidates to apply for this position based in Port Moresby:

Systems Administrator

Reporting to the Manager Information Technology, the role is responsible for ensuring the security of NMSA's corporate network and data. It provides support for operating system/s within NMSA, and ensures proper filtering and management of internet services and email to all NMSA users without compromising any policies, rules and regulations.

Key Responsibilities:

- Effectively administer and maintain Windows 2000 Network by providing access to Network, Email, Internet Email, File, Print, VPN etc through the Windows 2000 Domain
- Effectively administer and maintain NMSA Email System, Web and Email-Content filtering systems
- Ensure effective anti-virus protection mechanism is in place and updated on all NMSA Servers and PCs
- Develop and maintain effective backup capabilities for file and data storage for all departments across NMSA network and perform restorations/disaster recovery if and when required
- Provide server configurations and support for Infrastructure Systems or Business Applications across NMSA and make recommendations for any network, systems changes/improvements
- Carry out accurate assessments on server, software and equipment periodically and follow NMSA procurement processes for new or updated requirements.

Expected Competencies:

- Bachelor's degree in the field of Computer Science or Information Technology from a recognized institution. Microsoft MCP, MCSA or MCSE certifications is highly desirable
- Minimum 5 years work experience in a related field with proven experience in IT infrastructure planning and development
- Strong technical knowledge of network and Windows 2000 Domain and Active Directory including current network hardware, protocols and standards
- Strong understanding of IT service management principles with understanding of VOIP systems
- Knowledge of vessel tracking systems with good understanding of organization's goals and objectives.

This position is open to PNG citizens only.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Follow the instructions to complete the online application form and attach the following:
An updated CV, including details of three (3) referees with current contact details.

Full Position Description (PD) can be requested via email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close COB Friday 11th August 2023

Only shortlisted applicants will be contacted

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to jobs@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview