

## **POSITION DESCRIPTION**

Independent Commission Against Corruption

### **AM8053 - Systems & Network Administrator - ICAC**

The **Independent Commission Against Corruption (ICAC)** was established by Part VIII Division 3 of the *Constitution and the Organic Law on the Independent Commission Against Corruption 2020 (OLICAC)*. The purpose of the ICAC is to contribute to preventing, reducing, and combating corruption in collaboration with other agencies.

Applications are invited from qualified and experienced professionals for this role based in Port Moresby.

#### **Systems & Network Administrator**

Reporting to the Director, Information and Communication Technology, the role is responsible for ensuring the smooth operation, security and scalability of the ICAC's Cloud and LAN infrastructure.

#### **Key Responsibilities:**

- Assist the Director Information and Communication Technology with technical projects
- Manage and maintain the ICAC's cloud and LAN infrastructure, ensuring high availability, performance, and security
- Monitor and troubleshoot network and system issues, promptly resolving any disruptions to minimize downtime
- Implement and maintain network security measures, including firewalls, intrusion detection systems and access controls
- Collaborate with cross-functional teams to design, implement, and optimize network and cloud solutions
- Perform regular system and network audits to identify vulnerabilities and implement necessary patches and updates
- Monitor and optimize resources to ensure cost-effectiveness and scalability
- Provide technical support and guidance to end users, assisting with network connectivity, cloud services, and system-related issues
- Create and maintain documentation, including network diagrams, system configurations, and standard operating procedures
- Stay up to date with industry trends and emerging technologies, recommending improvements to enhance ICAC's network and cloud infrastructure
- Build, Maintain and deploy Standard Operating Environment (SOE) on all Commission workstations working efficiently and consistent connection to the local area network
- Plan, develop and perform backup, recovery procedures and disaster recovery plans
- Liaise with vendors and suppliers for product assessment, quotations, and tender responses
- PNG ICAC Rev01/01ST November 2023/JD- Senior Systems & Network Administrator – Corporate and Governance Div. Page 3 of 4
- Develop and conduct various training and instruction for systems users on operating systems and specialized applications to assist users in maximizing use of networks and computing systems
- Ensure timely user notification of maintenance requirements and effects on system availability
- Develop and maintain effective professional partnerships with other ICT staff and other staff in similar roles in other organizations
- Supervises team members with the assignment and review of work, performance evaluation, mentoring and training, and identifying opportunities for staff development
- Perform a wide range of network administration duties including installations, debugging, maintenance, upgrades, and general support for Cisco, HP network equipment
- Assist in the configuration and deployment of core and peripheral network devices, which will require continuous learning of new devices
- Proactive monitoring of all network devices, services, and servers using a combination of tools to ensure high availability and SLA's

- Collect and review network utilization data for capacity and planning purposes. Assist in developing, implementing, testing, and maintaining disaster recovery plans
- Carry out other duties as by Director ICT.

**Expected Competencies:**

- Bachelor's Degree in Computer Science, Information Technology, Management Information System, Computer Engineering or Electrical Engineering or related
- Must have industry certifications such as the MCITP or CCNA, or relevant
- Have at least 3 years' experience in IT operations and system network administrator role in a similar organization with thorough knowledge and practical experience in key networking and systems concepts (e.g.TCP/IP, DHCP, DNS, Active Directory, Group Policy)
- Hands-on experience in networking, routing and switching (routers, switches, firewalls, wireless, VoIP)
- Ability to demonstrate technical understanding of network and application layer protocols such as IPv4, IPv6, TCP, UDP, SMTP, DNS, HTTPS
- Experience with cloud platforms such as Azure or Google Cloud, including infrastructure setup, configuration and management
- Understanding of security best practices, management, control and monitoring of servers and experience implementing security measures in a networked environment.

**This position is open to PNG citizens only.**

**APPLY NOW**

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

Complete the online application form and attach the following - updated CV, including details of three (3) referees with current contact details.

For more information or to request a full Position Description email [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) alternatively, call (+675) 7500 7500.

**Applications close COB Wednesday, 22 November 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](mailto: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**