



DIVISION OF FINANCE, TRADE AND THE ECONOMY

EMPLOYMENT OPPORTUNITY

NETWORK SPECIALIST, DIVISION OF FINANCE, TRADE AND THE ECONOMY

The Administrator, Division of Finance, Trade and the Economy invites applications from suitably qualified persons for the office of Network Specialist, on contract.

The incumbent is required to provide technical services in the management, operations and maintenance of the computer network hardware and software, intranet, internet, portal, communications, LANs, WANs and related connectivity infrastructure of the Division. Duties include: operating and maintaining network and connectivity components; monitoring network security; resolving network problems and service incidents; and supervision of Technical and Support Staff as required

DUTIES AND RESPONSIBILITIES:

- Identifies and resolves network problems in accordance with agreed procedures and assist with monitoring and reporting on performance using network management software and tools.
- Installs, tests, corrects, commissions/decommissions networking and connectivity infrastructure in accordance with defined procedures and instructions, and maintains accurate service and support records.
- Investigates minor security breaches with networks and connectivity infrastructure in accordance with established procedures, takes necessary corrective action, and maintains relevant security records and documentation.
- Applies and maintains specific security controls to the network and connectivity infrastructure, as defined by the policy and standards of the Division, to enhance resilience to unauthorised access.
- Monitors service level delivery metrics and liaises with supervisors to ensure that service level agreements for the networks and related infrastructure are not breached.
- Carries out agreed operational procedures, maintenance and installation work, on the network and connectivity infrastructure of the Division.
- Participate in the investigation and resolution of problems with networking infrastructure and services, and assists with the implementation of preventative measures to address future issues.
- Receives and responds to service desk and incident management requests for network and connectivity infrastructure support in accordance with agreed procedures, and maintains relevant records.
- Delivers learning activities, such as training, to a variety of audiences in areas of technical specialisation and for assigned projects.
- Participates as a member of a project team in the management of defined networking and connectivity projects of the Division by undertaking activities such as identifying and mitigating project risk, ensuring quality in project delivery and managing assigning resources

- Keeps abreast of developments in computer networking and communications infrastructure, provides advice regarding their application, and utilises this knowledge in performing job duties.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of defined components of networking and connectivity infrastructure.
- Knowledge of project management tools and techniques.
- Some knowledge of the principles, tools and techniques required for the management and control of ICT within the organisation.

SKILLS AND ABILITIES

- Ability to supervise technical and support staff.
- Ability to think creatively and to implement IT connectivity solutions.
- Ability to communicate effectively both orally and in writing.
- Ability to promote teamwork and manage conflict
- Ability to establish and maintain effective working relationships with colleagues.
- Ability to interact positively with members of the public and external stakeholders.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Minimum of three (3) years' experience in the area of ICT, including at least eighteen (18) months' experience in the operation and maintenance of network, messaging and communications infrastructure.
- Training as evidenced by the possession of a recognized Bachelor's Degree in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering or a related area.

SUBMISSION OF APPLICATIONS

Applications including Curriculum Vitae giving details of relevant qualifications and experience together with copies of all certificates and two (2) references should be submitted to the Human Resource Unit on or before **March 1, 2024, at 3:30 pm** and should be addressed to:

Administrator

Division of Finance, Trade and the Economy

Victor E. Bruce Financial Complex

6-10 Post Office Street, Scarborough

Tobago

Or via email to

hr@finance.tha.gov.tt

Please indicate Attention Human Resource Officer II on the envelope