



The Port Authority of the Cayman Islands invites applications for the following post:

SYSTEMS ADMINISTRATOR

SALARY: \$60,000.00 to \$65,000.00 PER ANNUM

Reporting directly to the IT Manager, the Systems Administrator (SA) is responsible for management and security of the Port's various IT systems and related infrastructure. This individual will assist with the development and roll - out of all IT related projects and activities.

RESPONSIBILITIES

- Accountable for the continuous operation of all systems and related infrastructure.
- Analysis, development, procurement and deployment of new IT systems and services.
- Development of IT systems documentation and standards.
- Monitoring of IT systems to ensure integrity, availability and security.
- Maintenance of networks, servers and applications.
- Second level user support.
- Disaster recovery.

QUALIFICATIONS & EXPERIENCE

- A Bachelor degree, with a technical major, such as engineering or computer science.
- Systems Administration/System Engineer certification in Microsoft, VMware, and Cisco.
- At least six (6) years system administration experience.

Benefits will be provided in accordance with the Labour Law (2011 Revision). Preference will be given to suitably qualified and experienced Caymanians. Detailed Job Descriptions and application forms are available online at <https://www.caymanport.com/human-resources/>.

PLEASE SUBMIT A COVER LETTER, RESUME AND APPLICATION FORM TO:

Human Resources Department
Attn: Recruitment
PO Box 1358, 110 Portland Rd, Grand Cayman KY1-1108, Cayman Islands
Email: hr@caymanport.com

CLOSING DATE: October 26, 2018



SYSTEMS ADMINISTRATOR JOB DESCRIPTION

JOB TITLE: Systems Administrator
SERVICE LINE: Finance
REPORTS TO: IT Manager

JOB SUMMARY

The Systems 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 organizational policies and general industry best practices. This individual manages access rights for all systems and ensures that they are properly secured and monitored.

This individual will assist the IT Manager with technical issues in the initiation and planning phases of all IT systems projects. These activities include the definition of needs, benefits, and technical strategy; technical analysis and design; and support of operations staff in executing, testing and rolling-out the solutions.

This individual is accountable for the continuous operation of all systems. Responsibilities on these systems include SA engineering and provisioning, operations and support, monitoring, maintenance, disaster recovery, and research and development to ensure continual innovation.

ESSENTIAL DUTIES & RESPONSIBILITIES

SA Engineering & Provisioning

- Engineering of SA-related solutions for various project and operational needs.
- Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.
- Install and configure systems that support Port applications.
- Develop and maintain IT documentation such as installation and configuration procedures, standard operating procedures, project plans, disaster recovery plans, risk assessments and contingency plans.
- Contribute to and maintain system standards.
- Research and recommend innovative, and where possible automated approaches for system administration tasks. Identify approaches that leverage our resources and provide economies of scale.
- Assist with hardware, network, telecom and software vendor evaluation, recommendation and negotiations.

Operations & Support

- 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.
- Perform regular security monitoring to identify any possible intrusions.
- Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery disks are created, and media is recycled and sent off site as necessary.

- Create, change, and delete user accounts per request.
- Provide support per request from various departments both during and after business hours. Investigate and troubleshoot issues.
- Repair and recover from hardware or software failures. Coordinate and communicate with impacted departments.

Maintenance

- Apply OS and hardware patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary. Weekend work will be required.
- Upgrade and configure system software that supports Port applications per project or operational needs.
- Maintain operational, configuration, or other procedures.
- Perform periodic performance reporting to support capacity planning.
- Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. Configure resources as required.
- Maintain data center environmental and monitoring equipment.

Complexity

Position deals with a variety of problems and sometime has to decide which answer is best. The question/issues are typically clear and requires determination of which answer (from a few choices) is the best.

KNOWLEDGE & SKILLS

- Bachelor (4-year) degree, with a technical major, such as engineering or computer science.
- Systems Administration/System Engineer certification in Microsoft, VMware, and Cisco.
- At least six years system administration experience.

DISCRETION/LATITUDE/DECISION-MAKING

Decisions normally have a noticeable effect department-wide and company-wide, and judgment errors can typically require one to two weeks to correct or reverse.

RESPONSIBILITY/OVERSIGHT – FINANCIAL & SUPERVISORY

- Functions as a lead worker doing the work similar to those in the work unit; responsibility for training, instruction, setting the work pace, and possibly evaluating performance.
- No budget responsibility.

COMMUNICATIONS/INTERPERSONAL CONTACTS

- Interpret and/or discuss information with others, which involves terminology or concepts not familiar to many people; regularly provide advice and recommend actions involving rather complex issues. May resolve problems within established practices.
- Provides occasional guidance, some of which is technical.

WORKING CONDITIONS/PHYSICAL EFFORT

- Responsibilities sometimes require working evenings and weekends, sometimes with little advanced notice.
- No regular travel required.