



## **GOVERNMENT OF ST. VINCENT AND THE GRENADINES**

### **PERSONNEL DEPARTMENT**

## **VACANCY**

### **POST OF SYSTEMS ADMINISTRATOR,**

### **INFORMATION TECHNOLOGY SERVICES DIVISION**

Applications are invited from suitably qualified persons to fill the post of **SYSTEMS ADMINISTRATOR, INFORMATION TECHNOLOGY SERVICES DIVISION** within the Ministry of Finance, Economic Planning and Information Technology, Government of St. Vincent and the Grenadines.

#### **CORE DUTIES**

The Systems Administrator, who is under the general supervision of the Senior Systems Administrator:

1. Maintain System Security, Policies and Processes;
2. Provide Vendor Management and Systems Disaster Recovery;
3. Facilitate Systems Administration and Support;
4. Provide System Troubleshooting and Repair;
5. Maintain Phone Systems and Mobile Devices Technologies.

#### **QUALIFICATIONS AND EXPERIENCE**

- A Bachelor's Degree in Computer Science, Web Technology, Network Administration or in the relevant discipline from an accredited institution.
- A certificate in Oracle, A+, N+, MCSE would be an asset.
  
- A Minimum of five (5) years working experience in Information Technology.
- A Minimum of three (3) years' experience in UNIX/LINUX Systems Administration in an enterprise-wide computer networks.

#### **SALARY**

Salary is payable in Grade E: \$55,596 x \$3,156 - \$71,376

#### **CLOSING DATE**

Applications, accompanied by curriculum vitae, proof of qualifications and two references should be submitted to the Chief Personnel Officer, Service Commissions Department, 2<sup>nd</sup> Floor Ministerial Building, Halifax St., Kingstown, to reach her no later than May 3<sup>rd</sup>, 2024.