

# IT System- and Network Administrator

Work Time: 100%

## Day-to-Day Operation

Ensure the efficient operation of the DIS computers and network including:

- Maintain and manage mixed, Active Directory-based network,
- Configure school-wide systems like ESET Antivirus Management,
- Maintain servers also within VmWare Environment, network and workstations,
- Support end users,
- Arrange repairs of technical equipment and computer systems,
- Document systems and maintaining a network inventory,
- Manage IT-network including HP Switch management and MERU/Fortinet WLAN management,
- Secure IT-systems,
- Manage the network firewall controllers (Sophos "Unified Threat Management Appliance"),
- Manage school's Internet web filters to control students and teachers web access,
- Coordinate troubleshooting; localize and limit errors; initiate needed workarounds.

## Large-Scale Initiatives

Support larger scale or ongoing initiatives, including, but not limited to:

- Engage in and advise on structured network planning with hardware and software, implementations,
- Support recovery-, restart- and restore-processes including disaster recovery planning,
- Work with vendors to develop and acquire solutions for school's strategic IT infrastructure and end-user needs,
- Test and plan major hardware and software upgrades and migrations,
- Control and streamline network, server and end-device performance,
- Perform annual server and network reviews
- Recommend upgrades and perform/coordinate installations,
- Fulfill any other duties assigned by the Director, Secondary School Principal, Primary School Principal or IT Director.

## Position Profile/Qualification:

- Completed, advanced degree in information technology or comparable qualification
- Administrative knowledge of Microsoft OS including Windows 7 and Windows 2012 server
- MacOS administration experience
- Knowledge in AD, DNS, DHCP, WLAN
- Accomplished handling with popular hard- and software installation and maintenance
- English language fluency required
- Structured, service and goal-driven work style
- Excellent communication skills
- Flexible, detail-oriented, self-driven
- Experience managing multi-campus networks

**Please send an application in English to:**

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