

<b>TIMOR GAP, E.P.</b>	<b>OFFICERS</b>
	<b>JOB DESCRIPTION</b>
Position	: Network and System Administrator
Job Category	: P (Professional )
Location and Department	: Dili
Reporting Relationships	: Refer to Organization Chart of TIMOR GAP, E.P.
Position line reports to	: Director of Corporate Service and IT Manager
Position line reporting to it	: Refer to Organization Chart of TIMOR GAP, E.P.

## 1. ROLE SUMMARY

TIMOR GAP, E.P. has two offices which will be linked by a Wide Area Network (WAN) whereby each office will have access to a centralized system. The main responsibility of the Network and System Administrator is to maintain Company's Local Area Network (LAN) and WAN system and providing efficient services to all users within the TIMOR GAP. The IT Network and System Administrator is responsible for designing, organizing, modifying, installing and supporting the Company's computer system. Design and install LANs, WANs, Internet and intranet systems and network segments. Maintain network hardware and software. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network availability. Supervise other network support and server specialists and plan, coordinate, and implement network security measures.

## **2. KEY OBJECTIVES**

- 2.1. Maintain and administer computer networks and related computing environments including computer hardware, systems software, applications software, and all configurations.
- 2.2. Provide full supports to maintain LAN and WAN system and provide efficient services to all users within the TIMOR GAP, E.P Team.
- 2.3. Plan, coordinate, and implement network security measures in order to protect data, software and hardware.
- 2.4. Diagnose, troubleshoot, and resolve hardware, software, or other network and system problems, and replace defective components when necessary.

## **3. PRINCIPAL RESPONSIBILITIES**

### **NETWORK**

- 3.1 Provide installation and maintenance of all computer equipment classified as:
  - a) Stand-alone personal computers;
  - b) Workstations connected to a LAN/WAN/LINUX /WIN 7/Win 2008 Servers
  - c) All computer equipment, printers, UPS's, hubs, modems and any other hardware machinery especially oil and gas hardware and software related.
- 3.2. Involved in the network configuration;
- 3.3. Perform test and installation of “Windows” software on servers and all new computers.
- 3.4. Report the condition of the equipment together with a verification of the inventory report including progress;
- 3.5. Monitor the performance of the whole network and to troubleshoot all areas including cables, and other media linked to the network configuration.
- 3.6. Participate in the development, implementation, and maintenance of server based computer systems.

- 3.7. Take active role in structuring the problem, solving the issues with clear methods and recording all the logs.
- 3.8. Continue take the initiatives to apply a better network security for the entire company. Perform data backups and disaster recovery operations.
- 3.9. Assists IT Manager in planning and implementing strategies to reduce user resistance to new or changing of systems
- 3.10. Assists in orientations, training programs, and preparation of user training manuals on various computers.

## **SYSTEM**

- 3.11. Administer server system including Lotus Domino, Active Directory, SQL, VMware, Kaspersky Enterprise Security
- 3.12. Install, upgrade, configure, test, maintain and support Company's operating system.
- 3.13. Install software security patches, service packs and application update.
- 3.14. Administration on Bandwidth Management to optimize network performance
- 3.15. Review performance logs, monitor system performance and resolve system hardware, software and communications problems,
- 3.16. Plan, develop, implement and assist with administration of firewall and security process; perform automated and manual backup/restore processes, and coordinate offsite storage of back-up media.
- 3.17. Perform other related duties as assigned by the Management.

## **4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES**

### **4.1. Essential**

- 4.1.1. University degree in IT

- 4.1.2. Minimum five years of professional experience in IT, including network management;
- 4.1.3. Advanced Experience with Linux, UNIX or similar system and windows platforms;
- 4.1.4. Experience with satellite communications;
- 4.1.5. Experience with Programming Language (HTML, PHP, Visual basic, etc)
- 4.1.6. Experience with PABX systems;
- 4.1.7. Experience with all software and hardware such as Lotus Domino, SQL, Arc GIS, SAGE AccPac ERP, SAP;
- 4.1.8. Ability to coordinate multiple task and deal with multiple demands in an efficient manner;
- 4.1.9. Able to work in a multi-cultural working environment.
- 4.1.10. Ability to communicate fluently in English and Tetum (written and verbal).
- 4.1.11. Strong understanding of cultural sensitivities.
- 4.1.12. A high degree of self-motivation, ability to prioritise work and set targets.

## **4.2. Desirable**

- 4.2.1. Experience and/or qualifications in the development IT Policy and Procedures.
- 4.2.2. Experience in the Oil and Gas Industry.
- 4.2.3. Ability to communicate in Portuguese and Indonesia.