

## POSITION PROFILE

*This document defines the main responsibilities of designated positions and their respective minimum competence criteria in terms of necessary qualifications and work experience. This document is kept by Human Resources Manager within the VAOS Job Descriptions Catalogue.*

### **VACANCY DETAILS**

**Position:** IT ADMINISTRATOR

**Department / Division:** IT

**Purpose:**

To administer and oversee network design, implementation, organization, and troubleshooting. managing network hubs, routers, and servers; monitor underlying communications protocols and supporting network hardware.

**Duties:**

Designs, specifies, and documents LAN configurations according to user needs, utilizing outside support resources as appropriate.  
Helps install and customize LAN instruments to allow company computers to retrieve information from the mainframe and allow data to be entered from the PCs.  
Prepares charts and diagrams to explain network operation and to train employees in proper use  
Prepares checklists and processes for LAN help desk.  
Develops and monitors appropriate security procedures to safeguard system from physical harm and viruses, unauthorized users, and damage to data.

**Main Responsibilities:**

Interfaces with users, consultants, technical teams, and vendors for maximum guidance in determining the most appropriate type of hardware installation.  
Surveys performance needs and goals of LAN users  
Analyzes workload, including traffic and utilization trends.  
Supervises networks.

**Location:** Malta

**Relationships:** The post holder will be accountable to the Director and have close relationships with co-workers

**Environment:** Office shared

## **COMPETENCE CRITERIA**

### **Work Experience:**

No experience with LAN technologies, including multiple network operating systems, protocols and wide area networking. Inhouse training will be provided.

Strong knowledge and experience with PC hardware and software technology as well as UNIX system administration, file interchange, shared network resources, internet access and electronic mail

### **Academic/Skills Qualifications:**

Bachelor of Science degree in computer science, MIS or equivalent

Demonstrated analytic, written and oral communication skills

Specifications: Ability to work independently and manage multiple priorities

**Review:** The Job Description is subject to review by the Company any time at its sole discretion, and to change as the Company deems appropriate.

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