

PORT AUTHORITY OF TRINIDAD AND TOBAGO



VACANCY: IT SYSTEMS ADMINISTRATOR I

Job Summary

The IT Systems Administrator I reports directly to the Senior IT Systems Administrator and is responsible for Monitoring and providing Technical Support for the Authority's Hardware, Software and Communication Systems.

Responsibilities

- Supports the NAVIS Sparcs N4, Java and Apache server architecture
- Supports external users of Authority's core line of business software applications.
- Documents site requirements prior to installation of computer hardware and communication resources where additional facilities are required, ensures they are implemented prior to installation.
- Assists in the development and recommendation for the acquisition of hardware and communication resources.
- Monitors performance and communication networks including LAN and WAN infrastructure.
- Installs computer hardware, communications equipment and software.
- Assists in the training of staff in the usage of the Authority's Communication and software systems.
- Assists with technical service and repairs in confined places and at highs of over 100ft.
- Assists in planning, coordinating and implementing security measures to safeguard information in computer files against accidental or unauthorized damage, modification or disclosure.
- Assists in the acquisition of LAN/WAN related hardware, software and documentation.
- Assists with LAN installation in user departments.
- Assists with testing of disaster recovery plans for LANs.
- Monitors performance of Information Systems, Computer Systems and Servers.
- Maintains an inventory of all IT hardware and software resources.
- Installs / Upgrades PC hardware and resolve hardware and communication problems.
- Monitors and maintains CCTV equipment.
- Perform other related work as assigned

Required Knowledgeable, Skills and Abilities

- Knowledge of the Microsoft Windows Server 2012 or higher computing environment.
- Proficiency in the Microsoft Office productivity tools
- Knowledge of Virtualization technologies
- Excellent communication and interpersonal skills; able to work collaboratively in a team environment
- Ability to work on shift rotation inclusive of weekends and public holidays.

Minimum Requirements**Qualification/ Experience and Training:**

- Bachelor of Science Degree in computer Science or similar discipline.
- A minimum of two years maintaining computing and LAN/WAN environments.
- A minimum of two years' experience in PC repairs and Troubleshooting
- MCSE/MCSA (Microsoft Certified Systems Engineer/Administrator) or Technical certification would be an asset
- Certification in Computer repairs and Network support would be an asset

Applications which include a cover letter and an updated resume should be submitted no later than by **4.00 p.m. on March 28, 2025** and addressed to:

**Executive Human Resource Manager
Re: Vacant Position of IT System Administrator I
Port Authority Administration Building
Dock Road
Port of Spain.**

OR

via E-mail as follows:

pattvacancies@patnt.com

E-mail subject line should read: IT System Administrator I

Late applications will not be accepted.

Please be advised that only those candidates who are shortlisted to undertake the recruitment and selection process as IT System Administrator I will be contacted by the PATT.