



Culture • Health • Arts • Sports • Education Fund

*Working for you*

The CHASE Fund is an agency of the Government of Jamaica providing funding support to projects in Culture, Health, Arts and Early Childhood Education.

**The Fund invites applications to fill the position of:**

## **SYSTEM ADMINISTRATOR**

The System Administrator is responsible for the running of the Fund's Management Information System and the maintenance of the Fund's network infrastructure to include desktops, laptops, servers, network equipment, software applications, exchange and cloud solutions. The Systems Administrator will assess and identify appropriate solutions to be integrated into the Fund's systems operation and make recommendations for implementation.

### **DUTIES & RESPONSIBILITIES OF THE JOB:**

- Administer and secure the LAN for the organization.
- Administer Windows Active Directory and Microsoft 365.
- Design, document and implement various systems.
- Develop, monitor and maintain procedures for all server backups.
- Perform computer maintenance procedures and management of updates.
- Make recommendations for new equipment and services to purchase and works with various vendors for procurement.
- Assist in the inventory of all hardware and software resources.
- Provide administrative support for the Information System.
- Configure, implement, and maintain various technologies.

### **KEY COMPETENCIES:**

- Solid knowledge of configurations such as Cisco routers and switches, internet firewalls and wireless technology.
- Ability to set up and manage database systems; SQL Server.
- Ability to manage Microsoft 365 and Azure.
- Sound knowledge of data and network security.
- Familiar with hyper-v / virtualization.

### **JOB QUALIFICATIONS & REQUIREMENTS:**

- Ideally the incumbent should have a first degree in Computing and Information Technology or Computer Science from a recognized university.
- At least four years (4) years' experience working in a similar position (Systems/Network).

Applications must be submitted no later than **October 16, 2024**, to:

**Culture, Health, Arts Sports & Education Fund (CHASE)**

**8 Belmont Road, Kingston 5**

or send to:

[chase12@cwjamaica.com](mailto:chase12@cwjamaica.com)

Please specify

**RESUME: SYSTEM ADMINISTRATOR** in the subject line.

*We appreciate your interest in this advertisement; unfortunately, only short-listed candidates will be contacted.*