



# Government of Trinidad and Tobago

## JOB DESCRIPTION

### CONTRACTUAL POSITION

#### JOB TITLE: SENIOR NETWORK SPECIALIST

#### JOB SUMMARY:

The incumbent is required to perform specialized technical duties in the administration, operations, maintenance and support of the computer network hardware, software, intranet, internet, portal, communications, LANs, WANs and related infrastructure of a large Ministry/Department. Duties include: ensuring secure network and communications operations, including the intranet, portal and internet-related services; providing efficient network management and network maintenance; delivering successful network, messaging and communications projects; achieving targeted service and availability levels; and supervising other network professionals, technical and support staff.

#### REPORTS TO:

Manager, Networks and Infrastructure

#### SUPERVISION GIVEN TO:

Professional, Technical and Support Staff as required

#### DUTIES AND RESPONSIBILITIES:

- Conducts security risk and vulnerability assessments for computer networks (intranet and internet), communications and related infrastructure, and develops and applies appropriate technical security controls.
- Maintains an in-depth knowledge of specific technical specialism in the area of computer networking and communications infrastructure, provides expert advice regarding their application, and utilises this knowledge in performing job duties.
- Furthers the networking and connectivity goals of the Ministry/Department, such as extending access, reducing cost, enhancing security, and improving performance, by the approved and specified use of emerging technologies and products.
- Provides inputs to the service continuity planning process, and implements the approved plans so that the defined levels of continuity for the Ministry/Department's networks and related infrastructure are achieved.
- Maintains the networking plans for the Ministry/Department, contributes to the establishment of service level agreements, and assists with planning of the technology infrastructure to deliver connectivity and network services to meet these agreements.
- Assists with the project management of the Ministry/Department's networking and connectivity projects, including identifying and mitigating project risk, ensuring quality in project delivery, and utilising assigned resources efficiently.
- Prepares and delivers learning activities, such as training, to a variety of audiences in areas of technical specialisation and responsibility.
- Supports the Manager in the production of network and connectivity designs, policies, strategies, architectures and specifications for the networks required to support the business requirements and strategy of the Ministry/Department.
- Manages the installation, testing, commissioning/decommissioning of networking and connectivity

- infrastructure in accordance with agreed quality and safety plans.
- Manages the operations and maintenance of the Ministry/Department’s networking and connectivity infrastructure, and ensures that agreed service levels are met, and that maintenance and support procedures are adhered to.
- Monitors network and connectivity service component capacity and initiates actions to resolve any shortfall in accordance with agreed policies and procedures.
- Contributes to ensuring that the network and connectivity infrastructure meets all agreed performance targets and service levels, and assists with disaster recovery arrangements and testing of the recovery procedures.
- Negotiates service level agreements for network and infrastructure components, diagnoses service delivery problems, and initiates action to maintain and continuously improve the levels of service delivery.
- Ensures the effective administration of the acquisition, storage, distribution and movement of network and connectivity assets across the Ministry/Department.
- Investigates security breaches with networks and connectivity infrastructure in accordance with established procedures, and takes the necessary corrective action.
- Manages the operations of the network and connectivity infrastructure of the Ministry/Department, and ensures that it is managed in accordance with agreed standards and procedures.
- Delivers efficient network management and support, and provides effective network maintenance services, including timely and satisfactory resolution of network problems and requests for support.
- Initiates and monitors actions to investigate and resolve problems with networking and communications infrastructure and services, and implements preventative measures to address future issues.
- Supervises professional, technical and support staff engaged in performing duties related to particular specialisation.
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

<b>KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>▪ Considerable knowledge of the defined components of networking and connectivity infrastructure.</li> <li>▪ Knowledge of the tools and techniques required for the management and control of ICT within a large government based or business organisation.</li> <li>▪ Knowledge of project management tools and techniques.</li> <li>▪ Knowledge of relevant Public Service rules and regulations, instructions and procedures.</li> <li>▪</li> </ul>
-------------------	---

<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>▪ Ability to supervise professional, technical and support staff.</li> <li>▪ Ability to think creatively and to implement technology solutions.</li> <li>▪ Ability to manage large IT projects.</li> <li>▪ Ability to communicate effectively both orally and in writing.</li> <li>▪ Ability to promote teamwork.</li> <li>▪ Ability to establish and maintain effective working relationships with colleagues.</li> <li>▪ Ability to interact positively with members of the public and external stakeholders.</li> </ul>
------------------------------	---

**MINIMUM EXPERIENCE AND TRAINING:**

- Minimum five (5) years’ experience performing at a responsible professional/technical level, including at least two (2) years’ experience in the development, implementation, management and operation of networks, messaging and communications infrastructure.
- Training as evidenced by the possession of a recognized Bachelor’s Degree in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering or a related area.

**DEADLINE has been extended to Friday August 17<sup>th</sup>, 2018**

**Kindly note that only hard copies of applications, accompanied by Curriculum Vitae and copies of certificates, will be acknowledged. These should be submitted by the deadline date and addressed to:**

**THE PERMANENT SECRETARY**

**MINISTRY OF PLANNING AND DEVELOPMENT**

**ATTENTION: DIRECTOR, HUMAN RESOURCES**

**4TH FLOOR, CAPITAL PLAZA, 11-13 FREDERICK STREET,  
PORT OF SPAIN.**