



METRO EXPRESS LIMITED

Vacancy – Post of Network Administrator

The **Metro Express Limited (MEL)** is a registered Mauritian Company wholly owned by the Government of Mauritius and the Company is responsible for the developing, financing, constructing, operating and managing the Metro Express Light Rail System in Mauritius.

We are looking for a highly motivated and proactive individual to join our team as **Network Administrator** to support the IT department and to report directly to the IT Manager. You will be excellent at embracing change, identifying not only known and unknown risk but also new and untapped opportunities. We are also looking for an agile mindset to drive change, you are at the forefront ready to transform and capitalise on risk.

The ideal candidate will be inquisitive self-starter, want to be intellectually-stimulated, and be driven to continuously improve, and expand their knowledge and skills. If you can confidently demonstrate that you meet the criteria we are looking for, please send us your application.

A. Qualifications

Candidates shall have the following attributes:

- a) Possess a relevant bachelor's degree in Engineering (Computer Software/Computer Systems/Electronic)/Computer Science or a closely related field from a recognised University or an equivalent qualification acceptable to the Board of MEL;
- b) A minimum of 3 to 5 years' proven post qualification experience in network administration with previous experience with switches and routers;
- c) Any additional relevant certification (Allied Telesis and Cisco – CISSP/CCNA/CCNP) will be considered an advantage;
- d) Excellent knowledge of best practices in management, control and monitoring of computing and server infrastructure;
- e) Experience within a controlled/compliance based environment with ability to create network diagrams and documentation for design and planning network communication systems;
- f) Proven technical experience with firewalls, VPN, wireless network, troubleshooting, and problem resolution is a must;
- g) Familiarity with backup and recovery software and methodologies combined with strong analytical skills and accurate records keeping;
- h) Strong interpersonal skills to assist non-technical individuals with complex technical issues, creative problem-solving skills, and ability to learn new technologies quickly and adapt/cope with fast-paced environment;
- i) Possess good communication skills (both verbal and written), organisational skills and be available to work outside normal hours whenever required.

B. Areas of Work

1. Network Administration and Management
2. Network Security Management
3. Server and Database Administration and Management
4. Backup and Restore Management
5. Patch Deployment
6. Business Continuity and Disaster Recovery Management
7. User Technical Support
8. IT Project

C. Duties

The incumbent shall be in-charge of the following:

1. Installation and configuration of network solutions;
2. Troubleshoot on network equipment and take remedial actions as well as ensure network security and connectivity;
3. Ensure proper configuration, backup, restoring, testing and monitoring of critical files, IT equipment as well as systems;
4. Design, deployment, and administration of the wired and wireless infrastructure and supporting systems;
5. Monitor network performance (availability, utilisation, throughput, goodput, and latency) and test for weaknesses;
6. Patch management on IT equipment and systems – implement patches and fixes to address potential security holes;
7. Provide front-line primary technical support to end users on technical issues and problems;
8. Checking of error logs and remediating the problems encountered by servers, and network equipment;
9. Perform root cause analysis, develop checklists for typical problems and recommend procedures and controls for problem prevention;
10. Set up monitoring systems and regular audits, and collect and analyse data to optimise performance of IT equipment and the network;
11. Responsible for responding to, documenting and resolving service tickets in a timely manner according to SLAs;
12. Administrative tasks such as involvement in assessments and procurement of network solutions/appliances/devices including SLA renewal and follow up with suppliers/vendors;
13. Conduct internal audits, vulnerability assessments and taking remedial actions;
14. Ensure proper deliverables as per defined scope in a timely basis by assuring quality;
15. Provide reports to the line management; and
16. Perform any other tasks and related duties as assigned.

C. Pay Package

Salary is negotiable based on qualifications and experience.

D. Mode of Application

1. Application can be made either online **or** via post.
 - i) Application Form can be downloaded from MEL website:
<https://www.mauritiusmetroexpress.mu/job-vacancies/>

Application Form together with scanned copies of academic qualifications to be emailed to career@metroexpressltd.org
 - ii) Alternatively, Application Form together with photocopies of academic qualifications should be addressed to the Human Resource Manager, Metro Express Limited, Level 3, SICOM Tower, Wall Street, Ebène 72201.
 - iii) Please ensure that the envelope or the title of the email should be clearly marked **“Network Administrator”**.
2. Closing date is **not later than Tuesday, 3 November 2020**.
3. Application received after the closing date and any incomplete application without duly filled/signed Application Form will not be considered.

MEL reserves the right not to fill any vacancy following this advertisement and to call for interview only the best qualified candidates.

Date: 13 October 2020