



Trinidad and Tobago
Postal Corporation

JOB OPPORTUNITY

INFORMATION TECHNOLOGY OFFICER, NETWORK

DIVISION: CORPORATE SERVICES

REPORTS TO: INFORMATION TECHNOLOGY MANAGER

POSITION SCOPE:

The Information Technology Officer, Network assists in the day-to-day operations of the Information Technology (IT) department providing network specific technical support and guidance.

KEY DUTIES AND RESPONSIBILITIES:

- Ensures that the Corporation's system security measures are functioning effectively and are maintained, and infected machines identified, cleaned and restored to an efficient operating state
- Assists in the design of IT solutions to address the needs of the Corporation's business requirements
- Implements network solutions as required by all new IT projects
- Provides front line support for LAN/WAN problems and guides staff as required
- Ensures that all network documentation is updated and accurate
- Performs WAN security checks regularly
- Tests and documents procedures for all new and/or modified software, hardware, and connected equipment, and facilitates installation and maintenance
- Provides interim solutions pending full resolution of problems
- Liaises with Vendors to solve major hardware or software problems which cannot be solved in-house
- Interacts with stakeholders to assess network needs for application connectivity
- Analyses network design and network security needs, researches, evaluates, recommends and supervises implementation
- Maintains an accurate inventory of all related hardware
- Maintains an accurate record of service calls, work orders, project status and their resolutions
- Produce training materials and manuals
- Facilitate the sharing and transfer of knowledge of the entire workings of the MIS environment
- Liaises with external service providers and with contract IT employees as needed
- Adheres to health and safety rules, regulations and guidelines
- Performs other related duties that may be required by the job function

EDUCATION:

- CCNA (CISCO associate) Certification
- A+ Certification
- Five (5) CXC/GCE O'Levels including Mathematics and English

EXPERIENCE:

- Three (3) -Five (5) years hands on experience in network implementation solutions

ESSENTIAL SKILLS / ATTRIBUTES:

- Project management skills
- Working knowledge of networking protocols, such as TCP/IP, NetBios
- Applying Networking concepts and principles to real world solutions
- Familiarity with Microsoft Applications such as MS Office, Visio
- Familiarity with Windows Operating System
- Able to work as part of a team
- Willing to share knowledge
- Willing to attend recommended training when required
- Deadline Oriented
- Excellent oral and written communication skills

The closing date for applications is **March 08, 2019**.

Please note that unsuitable and late applications will not be acknowledged.

Applications should be addressed to: -

**General Manager Human Resources
Human Resources Division
Trinidad and Tobago Postal Corporation
National Mail Centre
240-250 Golden Grove Road
Piarco, 350462
Trinidad and Tobago**