



AIR TERMINAL SERVICES (FIJI) PTE LTD

Air Terminal Services [Fiji] Pte Limited is the region's leading ground handling provider of Passenger Services, Line Maintenance, Cargo and Ramp Handling, Cargo Sales, Cabin Cleaning and In-flight Catering Services. With 37 years of operating experience, we provide excellence in service, through competent personnel, quality, and safe and efficient practices, in line with the best interests of our customer's goals.

ATS is an IATA – ISAGO registered ground service provider, ISO 9001 Quality Management System and ISO 22000 Food Safety Management System certified. We have a dynamic and robust Integrated Aviation Management System (iAMS) that aspires to continuously improve Quality, Safety/Security and Efficiency.

ATS is an Equal Opportunities Employer. All selected applicants must pass drug & medical testing and police clearance before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration. Costs incurred for these will be borne by the Company.

VACANCY NO: 019/2019 – NETWORK/ SYSTEMS ADMINISTRATOR

DUTIES & RESPONSIBILITIES:

- Proactively manage and maintain all the servers, network equipment and ICT infrastructure of the organisation.
- Administration and support of core Microsoft, Cisco and VMware Technologies.
- Define and document best practices and support procedures.
- Troubleshoot/Resolve System, Networking and User issues efficiently and provide diagnosis & solution in a timely manner.
- Provide after hours support for infrastructure related emergencies.
- Maintain and enhance the organisation's communications systems (SITA Messaging and E-mail) and also ensure that the electronic mail capabilities of the server are operational at peak performance at all times.
- Ensure to carry out successful backup procedures daily and restoration of data as and when required.
- Perform security due diligence checks and enhance the Network security standards
- Liase with Vendors in order to facilitate purchases and ensure all purchases are in compliance with relevant policies.
- Demonstrate experience & knowledge on data communication, data replication and Cloud based solution.
- Ensure various customer airline portal are operational at all times.
- Proactively manage, monitor and maintain all IP cameras & its backups.
- Ensure that all Biometric clocks are operational 24/7 on ATS data network.
- Initiate and implement preventative maintenance program for servers & networks.
- Oversee all the day-to-day Helpdesk faults are closed within the specified time and ensure effective functionality of the Helpdesk system.
- Supervise ICT Support Officer & student attaches
- Any other duties as assigned by Manager Information & Communications Technology.

QUALIFICATIONS:

- At least a Degree in Computer Science or Information Technology from a reputable tertiary institution with a minimum of three (3) years recent experience in a similar role
- Candidates with a post graduate qualification or Industrial certification will have an added advantage.
- The preferred candidate must have knowledge and working experience of:
 - Windows Server 2008/2012/2016, VMware Products, Microsoft Exchange
 - Cisco router/switches, Firewalls, VOIP and IBM, Dell Servers and SAN

Salary: In accordance with the current ATS/FASA Industrial Agreement.

Full Job Description Attached

Applications: Your application, including full curriculum vitae plus **CERTIFIED COPIES** of academic qualifications and transcripts must be forwarded to: **recruitment@ats.com.fj**

Applicants must also provide three references, one of which must be from your present or immediate past supervisor and attach the signed referee reports with the applications.

Applications close on: 25 May, 2019 at 1700 hours.

Air Terminal Services (Fiji) Pte Ltd thanks all applicants for your interest; however, only shortlisted candidates will be contacted.



RESPONSIBILITIES, AUTHORITY AND COMPETENCE

Revision: HR001-2011/JD
Date: 20.07.2011

Name/Job Title: Job Objective: <i>Reason why?</i> Main outcomes: <i>(Key responsibilities & accountability - 8 to 12)</i> Authority: <i>Main attributions and authorities</i> Job Requirements:	Network/Systems Administrator		Code: 0302
	Reports to:	Management Information & Communications Technology [MICT]	
	Subordinates:	ICT Support Officer, Student Attaches	
	<ul style="list-style-type: none"> To provide 1st & 2nd level support to ATS users on Network & PC Maintenance To manage, monitor and maintain all Server Hardware & related operating systems & applications 		
<ul style="list-style-type: none"> Proactively manage and maintain all the servers, network equipment and ICT infrastructure of the organisation. Administration and support of core Microsoft, Cisco and VMware Technologies. Define and document best practices and support procedures. Troubleshoot/Resolve System, Networking and User issues efficiently and provide diagnosis & solution in a timely manner. Provide after hours support for infrastructure related emergencies. Maintain and enhance the organisation's communications systems (SITA Messaging and E-mail) and also ensure that the electronic mail capabilities of the server are operational at peak performance at all times. Ensure to carry out successful backup procedures daily and restoration of data as and when required. Perform security due diligence checks and enhance the Network security standards Liase with Vendors in order to facilitate purchases and ensure all purchases are in compliance with relevant policies. Demonstrate experience & knowledge on data communication, data replication and Cloud based solution. Ensure various customer airline portal are operational at all times. Proactively manage, monitor and maintain all IP cameras & its backups. Ensure that all Bio-metric clocks are operational 24/7 on ATS data network. Initiate and implement preventative maintenance program for servers & networks. Oversee all the day-to-day Helpdesk faults are closed within the specified time and ensure effective functionality of the Helpdesk system. Supervise ICT Support Officer & student attaches Any other duties as assigned by Manager Information & Communications Technology. 			
Authority:			
Qualification			Education:
			A Degree in Computer Science or Information Technology from a reputable tertiary institution



RESPONSIBILITIES, AUTHORITY AND COMPETENCE

Revision: HR001-2011/JD
Date: 20.07.2011

	Training:	Postgraduate qualification or Industrial Certification such as CCNA, MCSA, VCP and MCP certification would be advantageous.
Experience	Minimum of three (3) years recent experience in a similar role	
Competence	Knowledge:	<ul style="list-style-type: none"> • Windows Server 2008/2012/2016, VMware Products, Microsoft Exchange • Cisco router/switches, Firewalls, VOIP and IBM, Dell Servers and SAN, NAS • Knowledge of Hyper converged Infrastructure. • Good understanding of Backup & replication technology. • Support Documentation
	Technical Skills:	<ul style="list-style-type: none"> • Well versed with Operating System and Server Hardware. • Experience with Server Management including Exchange Server & Active Directory • Good understanding of Group policy and DNS. • Client Operating System Maintenance • Network Administration experience • LAN/WAN maintenance • Core Microsoft, Cisco and VMware Technologies. • Network Security
	Non Technical Skills	Must demonstrate supervisory skills, problem solving skills, and communication skills.
	Attitudes:	<ul style="list-style-type: none"> • Be approachable • Be a good listener • A team worker • Must be able to communicate effectively • Time Management and organisational skills, able to prioritise workload & meet deadlines. • Able to delegate work effectively • Demonstrate sound work ethics