



Career Opportunity

Title	HR 41/2025 — Network Administrator
Faculty/Division	Information and Communications Technology (ICT) Department
Reports to	Senior Network Administrator
Location/Campus	SINU, Kukum Campus

Summary of Duties

To ensure efficient and secure network operations across SINU's ICT network. This includes managing, maintaining, installing, and supporting all aspects of network infrastructure to guarantee optimal performance and connectivity.

Duties & Responsibilities

- Configure, monitor and maintain LAN, WAN, Wi-Fi, and VPN network equipment and hardware on SINU's ICT network.
- Liaise with hardware vendors and service providers to ensure that all network infrastructure is up-to-date and fully operational.
- Ensure that network configurations and settings on Access Points, Switches, Routers, and Radio Antennas are updated and documented consistently.
- Identify, diagnose, and resolve network issues promptly to maintain uninterrupted network operations.
- Document reports and troubleshooting processes, resolutions, and any changes made to network configurations for future reference and continuous improvement
- Support for Daily Operations and Projects
- Maintain confidential files, records, and databases related to the Vice-Chancellor's office, ensuring accuracy, security, and accessibility.
- Conduct research and gather data on various topics, compiling information into concise reports and summaries for the Vice-Chancellor's review.

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

- A Bachelor or Diploma in Networking or a related field.
- A minimum of 3 years experience in networking in a similar organization.

Desirable

Relevant professional networking certifications (e.g., CCNA).

Familiarity with Cisco, Fortinet Firewall, and Cambium networking equipment.

Required Skills and Knowledge

- Strong technical skills in configuring network devices, understanding network protocols, and performing network troubleshooting.
- Proficient in setting up, maintaining, and monitoring network cabling and hardware.
- Basic to intermediate understanding of network security protocols and firewall management.
- Good documentation skills to ensure changes and incidents are recorded accurately.
- Ability to work collaboratively and provide support for network-related projects.

Desirable Skills:

The Network Administrator will have some knowledge of cyber security to ensure that all networking systems and infrastructure operate securely and efficiently.

The role requires proactive monitoring, swift resolution of issues, and clear documentation to maintain the high performance of SINU's ICT network.

Candidates should be detail-oriented, possess excellent problem-solving skills, and have a commitment to continual improvement in network operations. **Please refer to the job description for more information.**

Terms and Conditions

This is a full-time position with a contract term of five years, renewable based on performance and mutual agreement.

Detailed job descriptions, entry requirements, terms and conditions of employment, and application processes, can be obtained from the SINU website: <https://www.sinu.edu.sb/hrd/job/> OR Contact Safina Roger- Safina.Roger@sinu.edu.sb or Alister Bako- alister.bako@sinu.edu.sb .

Closing Date: 11th April 2025 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to Safina Roger- Safina.Roger@sinu.edu.sb or Alister Bako- alister.bako@sinu.edu.sb or hand delivered to the HR Department at Kukum Campus addressed to:

Director of Human Resources
Human Resources Department
Solomon Islands National University
P.O Box R113
Honiara