



JOB DESCRIPTION FOR NETWORK ADMINISTRATOR

Title:	Network Administrator
School/Division:	Information and Communications Technology (ICT) Department
Reports to:	Senior Network Administrator
Location/Campus:	SINU, Kukum Campus

1. 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.

2. MAIN DUTIES AND RESPONSIBILITIES

2.1. Network Hardware Configuration and Maintenance

- 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.

2.2. Troubleshooting and Documentation

- 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

2.3. 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.
- Monitor and prioritize incoming requests, tasks, and deadlines, proactively identifying and addressing issues to optimize the Vice-Chancellor's time and productivity.



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2.4. Collaboration and Coordination:

- Work closely with the infrastructure and facilities teams to ensure optimal network design and operations.
- Ensure a cohesive and secure network environment by collaborating with various ICT teams and stakeholders.

3. QUALIFICATIONS REQUIRED

3.1. Educational Background

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

3.2. Desirable

- Relevant professional networking certifications (e.g., CCNA).
- Familiarity with Cisco, Fortinet Firewall, and Cambium networking equipment.

3.3 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.

3.4. 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.

TERMS AND CONDITION

The position is for five (5) years under an employment contract. Remunerations and benefits will be according to SINU Salary level for "Officer" positions. The contract is renewable subject to good performance.