



## VACANCIES

### 1. SYSTEMS ADMINISTRATOR

Job Title:	<b>SYSTEMS ADMINISTRATOR</b>
Department:	<b>ICT CENTER</b>
Location:	<b>LUANAR (UNIVERSITY OFFICE)</b>

#### **MAIN PURPOSE OF THE JOB:**

The systems administrator is key role in managing, deploying and protecting the university's ICT Infrastructure. He will maintain essential ICT operations, including operating systems, security tools, applications, servers, email systems, laptop and desktop software, and hardware. He/she will own solutions, and key responsibilities within the university and handle business-critical ICT tasks and systems. He/she will be an enabler of faster and smarter business processes and implement analytics for meaningful insights; nurture dependable ICT infrastructure that's always up and running. In this role, he will protect the university critical information, systems, and assets; build solutions, implement new software and hardware, provide training, and assist in the development of an overall ICT procedures. He/she will apply his skills to technology-based university model that creates real-world solutions for the university.

He will contribute to business cases and proposals for collaboration or innovation and development, including technology assessment. Ensuring all systems are correctly administered, supported and upgraded to provide maximum reliability and performance. Resourcefulness is a necessary skill in this role. He/she should also have the patience to communicate with a variety of interdisciplinary teams and users. The goal is to ensure that the university technology infrastructure runs smoothly and efficiently. Ultimately,

he/she will ensure university ICT systems are secure, consistent and reliable and develop ICT best practices in support of Luanar's mission.

### **Knowledge**

- Minimum of Diploma in Computer Engineering, Computer Science, IT.
- Understanding of databases, UNIX systems and ICT infrastructure.
- Competence in Linux and Windows server administration.
- Excellent knowledge of best practices in management, control, and monitoring of server infrastructure.
- Knowledge of system security (intrusion detection systems) and data backup/recovery.
- Ability to create scripts in Python, Perl, Ruby or other language.
- Familiarity with various operating systems and platforms.
- Excellent knowledge of best practices around management, control, and monitoring of server infrastructure.

### **Skill**

- Experience with or knowledge of programming languages and operating systems;
- Enterprise backup and recovery procedures, system performance-monitoring tools;
- Active directories, virtualization, HTTP traffic, content delivery, and caching.
- Experience in application design and integration, and cloud computing.
- Expertise in creating, analyzing, and repairing large-scale distributed systems. • Creating volumes, assigning to servers and remote replication

### **Required Experience & Attitude:**

- Minimum of 5 years experience in IT
- Ability to work independently
- Proven experience as a System Administrator or similar role.
- Experience with databases, networks (LAN, WAN) and patch management.
- Resourcefulness and problem-solving aptitude.
- Experience with firewalls, Internet VPN's remote implementation, troubleshooting, and problem resolution is desired.

- Ability to set up and configure server hardware.
- Familiarity with backup and recovery software and methodologies.

## **2. NETWORK ENGINEER**

Job Title:	<b>NETWORK ENGINEER</b>
Department:	<b>ICT CENTER</b>
Location:	<b>LUANAR (UNIVERSITY OFFICE)</b>

### **MAIN PURPOSE OF THE JOB:**

The Network Engineer will be responsible for designing, implementing, monitoring and managing the local and wide area networks of in the university to ensure maximum uptime for users. The role responsibilities will include designing network configurations, documenting and managing the installation of a new network, and maintaining and upgrading existing networks as necessary.

Network Engineer responsibilities will also include fully supporting, configuring, maintaining the university's networks and in house network servers. Installing and integrating new network hardware and applications. Keeping an eye out for needed updates to maintain a reliable, secure and efficient data communications network. He will be responsible for deploying, configuring, maintaining and monitoring all active network equipment in order to ensure smooth network operation. He will monitor network performance (availability, utilization, throughput, and latency) and test for weaknesses.

Ultimately, he will be responsible for designing and implementing new network solutions and improving the efficiency of current networks.

Configuring firewalls, routing and switching to maximize network efficiency and security, and network performance through ongoing monitoring and troubleshooting.

### **Knowledge**

- Minimum BSc in Computer Science/Information Technology/Electrical Engineering
- Scripting knowledge and Cloud computing/technologies,
- Advanced knowledge of Internet routing protocols

- Good knowledge of the design, installation and operation of large IP networks
- Exposure to Juniper and Cisco Network equipment
- Should be able to configure Cisco routers and switches, and firewalls
- Advanced understanding of Linux/Unix Operating System
- Strong understanding of network infrastructure and network hardware.
- A deep understanding of application transport and network infrastructure protocols.

### **Skill**

- An ability to learn new technologies quickly using documentation and Internet resources.
- Good time management skills.
- Strong documentation skills.
- Good communication skills – both written and verbal
- Good analytical and problem-solving skills.

### **Required Experience & Attitude:**

- Minimum of 5 years experience in IT
- An analytical mind
- Ability to think through problems and visualize solutions.
- Network security experience.
- LAN and WAN experience.
- Experience with firewalls, Internet VPN's implementation, troubleshooting, and problem resolution is desired
- Hands on experience in networking, routing and switching.
- Familiarity with backup and recovery software and methodologies.
- Juniper, Cisco, CWNA or BCNE training
- CCNP (Cisco Certified Network Professional) certification is desirable.

### **3. SECRETARY**

#### **Candidate's Requirements**

Applicants should have a Diploma in Secretarial Management from a recognized institution or MSCE plus 120wpm shorthand and 50wpm typing and other relevant qualifications relating to secretarial duties. The applicants should have not less than two years hands on work experience in a busy office and ability to draft correspondence and maintain confidentiality

#### **JOB DESCRIPTION**

##### **OFFICE MANAGEMENT**

##### **Resource Planning**

- Identifies items needed for the office and prepares a budget proposal to the office for inclusion in the annual budget.
- Receive an approved budget from Executive.
- Prepares for a procurement plan for the office and submit it for approval to the Officer.

##### **Managing Appointments**

- Receives requests from the officer to arrange meetings and maintains a diary
- Remind the officer prior to the meeting and provide all necessary files and information.
- Receive request from staff and other outside and assess if they are appropriate for the office.
- Seek approval from the officer for the appointment and diarize the meeting
- Arrange and provide refreshments during the meetings

##### **Managing Correspondence**

- Receives correspondence for the office and vet whether they are appropriate to the office.
- Draft responses for generic requests and submit to the officer for review and signing.
- Sends other documents to the officer

- Receives instructions from the officer on how to handle correspondence.
- Maintains copies of all correspondences in the office.

### **Typing Correspondence**

- Receives drafts from the officer, types and prints official letters
- Take dictation, transcribes, drafts and prints memos

### **COMMUNICATION**

- Receives incoming call and outgoing calls.
- Screen telephone calls, and provide guidance according to the rules and regulation of the University.
- Takes and relays messages.
- Manages email and internet facilities:
- Checks and responds to email
- Prints all emails that needs urgent attention
- Manages the fax machine to facilitate easy communication.
- Disseminates information to students, departments, and faculties when advised.
- Orders ground telephone units from the Finance.

### **FILING AND RECORDS MANAGEMENT**

- Create a filing system and filling index for the office.
- Sorts documents according to the filling index and files documents according to the filing index.
- Labels files and filing cabinets.
- Locks confidential files in filing cabinets.
- Separates closed files from active files and submit closed files for filing.
- Manages electronic filing:
  - Files document according to names and subject of the document
  - Opens folder according to the subject of the document
  - Prepares backup for computerized data
  - Maintains bound annual records

## **SUPERVISION**

Supervises the messenger on the collection and delivery of mail. Supervises the messenger on the use of office equipment such as photocopier, printers, computers, etc.

## **TRAVEL AND CLAIMS MANAGEMENT**

- Receive request from the officer for meeting outside work station.
- Make bookings arrangements for accommodation and fuel requirements using the appropriate procedure.
- Confirms booking and provide with the officer the reference numbers.
- Processes subsistence claims.

## **4. DRIVER**

### **Candidate's Requirements**

- Malawi School Certificate of Education (MSCE)
- Valid professional Driving License PG/PSV
- Valid Defensive Driving License Certificate
- No criminal records.
- Minimum of 3 years driving experience
- Good communication skills.
- Age limit between 28 to 35 years.

### **Job description:**

1. Driving LUANAR vehicles.
2. Carrying out engine checks and vehicle service.
3. Ensuring that vehicles have valid road regulatory documents e.g. Certificate of Fitness (COF) and Insurance.
4. Formal reporting of vehicle accidents and damages emanating from the same.
5. Ensuring that use of vehicle is limited to authorized passengers only.
6. Reporting of vehicle faults.
7. Maintaining log books and keep them up to date at all times.
8. Ensuring that vehicles are always clean.
9. Processing incoming and outgoing mail.
10. Operating office equipment.

11.Support the day to day administrative operations of University

Individuals who meet the minimum requirements for the positions should send their applications and updated Curriculum Vitae with at least **three traceable referees**, copies of Academic qualifications and copies of driving licence (for those applying for the position of driver) to the following address:

**The Registrar  
Bunda College  
P.O. Box 219  
Lilongwe**

Closing date for receiving applications is **30<sup>th</sup> October 2020**