Government Digital Transformation to Strengthen Competitiveness: CIRT SYSTEMS ADMINISTRATOR
Country: The Commonwealth of The Bahamas
Supporting Institution: Inter-American Development Bank
Programme: Government Digital Transformation to Strengthen Competitiveness
Project Number: BH-L1045
Loan Number: LO-4549 / OC-BH
Sector: Reform / Modernization of the State
Sub-Sector: E-Government
Deadline: 8th February, 2024

Post: Computer Incident Response Team (CIRT) Systems Administrator
Post Location: Nassau, Bahamas
Reports to: CIRT Manager

The Government of the Commonwealth of The Bahamas (GoBH) has received financing from the Inter-American Development Bank (IDB), toward the cost of the Government Digital Transformation to Strengthen Competitiveness and intends to apply part of the proceeds for the consulting services of a **CIRT Systems Administrator**. The consulting services ("the Services") acts as a critical part of the CIRT and assist in protecting national and economic security, the ongoing operations of the Government, and the ability of critical infrastructures to continue to function. The CIRT System Administrator will serve to support the computing environment of the CIRT and ensure the continuous and optimal performance of its IT services and support systems. The contractual position is twelve (12) months renewable based on satisfactory performance.

Main responsibilities include:

- Leading the design, implementation, and support the CIRT Infrastructure Systems Architecture
- Anticipate the needs of the network and computer systems before setting it up
- Installing network hardware and software, managing the smooth deployment of new applications
- Identify, define and develop technical and functional requirements for implementations and enhancements to complex applications.
- Ensuring and implementing upgrades and repairs in a timely manner
- Diagnosing and troubleshooting technical issues, maintaining network and computer system security
- Collecting data to help evaluate and optimize performance; proactively identify gaps and suggest possible improvements on procedures and configuration standards
- Providing support for network components inclusive of server configurations, emergency restoration services, backups and maintenance
- Managing the day-to-day operations of host systems (servers) by monitoring performance, configuration, maintenance and repair.
- Ensuring that records of system downtime and equipment inventory are properly maintained.
- Applies revisions to host system firmware and software.
- Develop new system and application implementation plans, custom scripts and testing procedures to ensure operational reliability.
- Adding and assigning users and network permissions, as determined by the CIRT Manager
- Training users in proper use of hardware and software
- Research new and existing technologies with the goal of improving the current environments.
- Monitor the performance of the data center and host systems including hardware, software and equipment such as air-conditioning system, UPS and fire protection system.
- Develop, document, communicate, and enforce a network technology policy
- Implement security controls and risk appropriate solutions in response to the CIRT requirements to maintain an efficient and secure enterprise infrastructure supporting confidentiality, integrity and availability
- Works across several of the following domains, including but not limited to data security, incident response and analysis, IT systems and operations, network security, systems and applications security, disaster recovery, and vulnerability management.
- Works a flexible shift, which may include either working on a weekend, on a public holiday or at night.
- In addition to the duties required above, the CIRT Systems Administrator may also be required to complete tasks that are within the scope of his/her title and considered reasonable by industry standards
- Performing other duties as required

The successful candidate should have the following

- A Bachelor's Degree in Computer Science/ICT/Engineering – Electronics, Telecommunications, Computer or any relevant area, from an accredited college/university.
- Five (5) years of working experience in Information Technology in particular, solution architecture, application support, environment configuration, software deployment, or software development.
- Advanced knowledge of ITIL, including Service Management, Capacity Management, and Change Management
- Professional Certification in any related field such as CCNA, CCNA, MCSE, VCA/VCP, LFCS/Linux+ is preferred.
- Knowledge and experience in a broad range of hardware and software, VMWare, Linux and Microsoft server administration, operation and maintenance.
- Excellent analytical, communication, and organizational skills would be an asset.
- Advanced knowledge to support network components inclusive of server configurations, emergency restoration services, backups and maintenance
- Advanced knowledge of networking and distributed computing environment concepts, as well as a sound understanding of the principles of routing, firewalls, and client/server applications.
- Familiarity with intrusion detection and protection, log management, firewalls, and anti-virus systems.
- Demonstrated knowledge of a range of security concepts, protocols, and supporting security tools to analyze multiple data sources and identify indicators of compromise.
- Demonstrates analytical and diagnostic skills supporting complex IT systems
- Effective project management techniques
- Self-starter who demonstrates initiative and is willing to assume responsibility.
- Excellent written and verbal communications skills, with excellent follow up skills, and the ability to effectively communicate at multiple levels within the organization required.
- Bahamian citizen or resident with the right to work in the Commonwealth of The Bahamas is mandatory.

The Ministry of Economic Affairs now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Further information can be obtained by E-mail: **DTUPROCUREMENT@bahamas.gov.bs**

Individuals will be selected in accordance with the IDB's Policies for the Selection and Contracting of Consultants financed by the IDB, and it is open to all eligible Individuals as defined in these policies. All CVs and qualification documents must be submitted Re: **CIRT SYSTEMS ADMINISTRATOR** to E-mail: **DTUPROCUREMENT@bahamas.gov.bs** **on or before 8th February, 2024 at 5:00 p.m**.

ONLY SHORT-LISTED INDIVIDUALS WILL BE CONTACTED