Vacancy Announcement

Post: System Administrator and Network Expert

Location: Gurgaon

Type of Contract: Individual Contract

Languages Required: English

Duration of Contract: The initial period will be Six Months and thereafter can be renewed based on performance and need.

Remuneration Indicate expected remuneration

Background:

The International Solar Alliance (ISA) is a treaty-based inter-governmental organization providing a dedicated platform for cooperation among its member countries. The primary objective of the Alliance is to work for efficient and affordable utilization of solar energy to realize the objectives under the Paris Agreement.

Roles and Responsibilities:

- Responsible for designing and developing scalable, maintainable, a high level of information security based on fault tolerant and high-performance IT services architecture that meet business objectives.
- Configure and install various network devices and services (e.g., routers, switches, firewalls, load balancers, VPN, QoS)
- Perform network maintenance and system upgrades including service packs, patches, hot fixes and security configurations
- Monitor performance and ensure system availability and reliability
- Monitor system resource utilization, trending, and capacity planning ➢ Provide support and troubleshooting to resolve issues and manage crisis.
- Work within established configuration and change management policies to ensure awareness, approval and success of changes made to the network infrastructure
- Select and implement security tools, policies, and procedures in conjunction with the organization's IT team
- Proven hands-on network & hardware engineering experience
- CCNP or higher (CCIE and/or CISSP highly valued)
- Deep understanding of networking protocols (e.g., IPSEC, HSRP, BGP, OSPF, 802.11, QoS)
- Solid understanding of the OSI or TCP/IP model
- Hands-on experience with monitoring, network diagnostic and network analytics tools
- Plan and undertake projects to improve and upgrade key IT systems
- File management, Document flow, Network security
- Backup of the data and Disaster recovery

- Install configured & troubleshooting of computer hardware along with other device components.
- Complete management of Cloud space (AWS, Azure etc)
- Deep knowledge of Office 365 administration and related Apps (Outlook, SharePoint, Team, Power App, BI tools.
- Troubleshooting of Hardware such as Printer, Scanner, Modem, Hub, and Switch.
- Maintaining the network infrastructure, installing, migrating & configuring
- Ability to work and thrive in a fast-paced environment, learn rapidly and master diverse other technologies and techniques.
- Regular interaction with stakeholders and executive management and scope to apply your expertise to many innovative technical solutions.
- Creation of IT solution designs for complex integration requirements
- Exposure to any ERP will be an advantage
- Ability to work in a team or take on individual responsibility as required
- Analytical mind and methodical problem solver
- Experience working within a multi-cultural environment
- Ability to adapt to changing environments and pick up new skills quickly
- Strong drive for achieving results under pressure
- Strong written and communication skills in English language

Job Requirements:

Education:
BE/BTech/MCA

Work Experience:

- Experience of at least 4+ years in System Administration and Networking.
- Hands on experience in the design, monitor, maintain and fix servers and other computer system networks of all sizes.
- Experience to Install, inspect, secure, and troubleshoot networked computers within the organization
- Test and evaluate existing network systems
- Should be well acquainted with modern office infrastructure and provide expert advice for further improvement.
- Proficient working in a mixed Windows and Unix software environment.
- Experience in Cloud Systems Administration, preferable in AWS to manage the instances of the cloud infrastructure services and other cloud servers.
- Expertise in office365 administration
- Well exposed to manage and troubleshoot common office application and devices.
- Ability to work in a team or take on individual responsibility as required
- Analytical mind and methodical problem solver
- Very good interpersonal skills with excellent customer service and can-do mentality
- Process orientation and user satisfaction attitude
- Experience working within a multi-cultural environment
- Ability to adapt to changing environments and pick up new skills quickly
- Strong drive for achieving results under pressure
- Strong written and communication skills in English language

Competencies

- Professionalism:
- planning and organizing:
- client orientation:

Exit Clause: The job will be offered on probation for one month. If the performance of the candidate is not up to the expected level, ISA may terminate the service by giving one month written notice. Candidate will also have the choice to submit resignation by giving one month notice.

Languages

English is the working language of the ISA Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Working environment

The ISA has a liberal policy of permitting to work from home so far as they confirm to work from home protocol. The ISA encourages women to apply.

Integrity check

While submitting your application please indicate 3 references. In case the candidate is selected reference checks will be done prior to the appointment.

Selection process

The candidates those under consideration will only be contacted for virtual interaction. The engagement will be for a period of six months, which is renewable depending on performance.

Remuneration

ISA will pay you as per the market trend, however you may mention your expectation from ISA. In this stage ISA feels that remuneration approximately Rupees 70,000/- per month will be appropriate.

In case you have the expertise and feel that you are an expert in area mentioned above and are medically fit, you are requested to please send your resume to recruitment@isolaralliance.org on or before 21st May 2021.

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