IT Systems Administrator

Number of Positions: 1

Contract Type: Indefinite

We are seeking to recruit an IT Systems Administrator. Selected candidate will be maintaining the Company's IT infrastructure.

Job description
- To maintain the Company's main IT infrastructure to the highest standards, including from the security and efficiency perspectives, in line with the Company's policies and procedures.
- To perform IT Support works as may be needed from time to time.
- Defining and co-ordinating the IT Helpdesk function.
- Defining and co-ordinating all IT-related training including IT Induction training to new company recruits.
- Defining and periodically reviewing IT-related processes, as well as policies, procedures and other documentation.
- Defining and co-ordinating all works performed by third party contractors on the Company's IT infrastructure.
- Assist the IT Manager with the overall management of IT Projects pertaining upgrades of out-of-life systems within the IT Infrastructure as well as Laboratory Infrastructure.
- To continually perform research to keep abreast with the latest developments relating to IT Systems Administration and Information Security.
- Generation and update of Access control lists with newly introduced systems and access modifications.
- Physical upkeep of Server Rooms and Switch Rooms
- Performing routine daily and weekly checks.
- Cleaning of IT Racks and equipment as required.
- Installation and upgrade of client computers as required across all departments.
- Maintenance of the IT Asset Management with assets registrations, updates and de-commissioning as required.
- To actively participate in IT-related risk management activities.
- To report any information security incidents or suspected information security incidents.
- To perform any IT- and Information Security-related works as may be requested by the company.

Requirements
- 2 years' work experience
- Diploma in IT
- Fluent in English, knowledge of Maltese is considered an asset.

Training provided
All training will be provided on the job

Any assistance with accommodation/relocation
We give a one-time € 500 relocation bonus with the first pay

Salary
€ 24000 – € 29000

How will the interviews be held
Interview will be held online

To apply
CVs and a covering email are to be sent by email to **eures.recruitment.jobsplus@gov.mt** and should be written in English. Please quoting the vacancy name in the subject: **IT Systems Administrator** and reference **429068** and give knowledge to EURES Portugal **euresPToutgoing@iefp.pt** (Att. Nidia Figueiredo)