

Position Description

Vacancy Title: **Systems Administrator**

Location: **Suva, Fiji Island**

Objective

The Systems Administrator supports the deployment, maintenance, and optimisation of IT infrastructure to uphold system performance, security, and reliability. The role contributes to best practice implementation, ongoing technical capability development, and the delivery of strategic IT initiatives. The role reports to the IT Operations Manager.

Outcomes

Organisational Stakeholders

1. Strengthened Infrastructure Performance, Reliability & Availability

- High availability, performance, and security of business-critical applications and systems maintained through proactive monitoring and responsive support.
- Timely and effective resolution of user issues enabled across all business locations, ensuring minimal operational disruption.
- Network, server, and application performance upheld through consistent execution of daily operational activities and scheduled tasks.
- Infrastructure capacity aligned to business needs through optimisation of utilisation and performance tuning.
- Regional network operations enhanced through continuous support for switching, routing, wireless, VPN, and WAN environments across Fiji and Pacific locations.

2. Enhanced Security Posture, Risk Management & Compliance

- Physical and logical security access monitored and controlled to protect all local and remote network environments.
- Security patches, OS updates, and endpoint protection applied consistently across Windows servers and user computers to maintain a hardened environment.
- System logs monitored to detect and prevent unauthorised access, ensuring proactive threat management.
- Group-wide software licence compliance maintained in alignment with IT Software Policy requirements.
- Security posture strengthened through participation in risk assessments, incident reporting, and implementation of mitigation measures.
- IT governance reinforced through adherence to Toyota security standards, IT policies, and compliance frameworks.

3. Improved IT Asset Governance, Documentation & Maintenance

- Comprehensive documentation for infrastructure—including network diagrams, configurations, and support records—developed, updated, and maintained to ensure operational accuracy.
- Maintenance schedules and vendor agreements upheld to ensure optimal hardware and software performance and reliable vendor support.
- Asset registers, disposal processes, and software inventories maintained accurately to support financial planning and lifecycle management.
- Infrastructure continuity supported through effective capacity planning, maintenance activities, and contribution to policy development.

4. Advanced Administration of Enterprise Platforms & Cloud Services

- SharePoint environments, File Shares, and data access controls administered effectively to support secure collaboration and structured information management.
- Office 365 services—including Exchange Online, Teams, OneDrive, security policies, and compliance features—maintained to ensure reliable communication and productivity.
- Azure and Intune environments supported through device management, conditional access configuration, identity governance, and compliance policy administration.
- Group-wide identity, access, and cloud governance enhanced through consistent application of best-practice administration standards.

5. Elevated Service Delivery, User Support & Customer Experience

- User satisfaction strengthened through responsive technical support, rapid incident resolution, and stable system availability.
- Vendor relationships leveraged to escalate and resolve complex issues, driving continuous service improvement.
- Technical guidance provided to users to improve system utilisation and promote effective use of existing applications.
- Critical incidents addressed promptly to uphold high levels of service continuity for business operations.

6. Strengthened Business Efficiency, Innovation & Technology Advancement

- Operational efficiency improved through research, evaluation, and recommendation of technologies that enhance performance and reduce total cost of ownership.
- Business processes uplifted through enabling new IT solutions, modernising infrastructure, and supporting digital capability development.
- IT improvement initiatives supported to advance system stability, security, and user productivity.

7. Expanded Technical Capability, Knowledge Sharing & Training

- Technical knowledge across Group IT expanded through delivery of staff training, knowledge-sharing sessions, and onboarding support.
- User capability strengthened through regular training on new systems, technologies, and updated features.
- Internal documentation and knowledge libraries expanded to support staff development and consistent service delivery.

8. Enhanced Reporting, Oversight & Operational Transparency

- Monthly reporting on server and network performance, security posture, software compliance, asset management, and incident statistics prepared to support informed decision-making.
- Information quality for management reporting strengthened through accurate data, updated records, and continuous monitoring of infrastructure metrics.
- Strategic IT initiatives supported through timely insights, performance analysis, and risk reporting.

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
People	
Problem Solving	Develop practical solutions to a situation.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Technology Application	Apply technology.
Operational	
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Information Technology/Computing	or a related field/ or equivalent industry experience

Work Knowledge and Experience

Industry certifications such as MCSA/MCSE, AZ-900, MD-102, Network+, Security+, or similar (preferred but not mandatory).

2–4 years’ experience in Systems Administration, IT Support, or similar technical roles.

Solid understanding of Windows Server environments, Active Directory, DNS, DHCP, and Group Policy.

Hands-on experience with Office 365 administration, including Exchange Online, Teams, SharePoint, and security/compliance features.

Proven ability to prepare clear, accurate, and comprehensive technical reports.

Strong written and verbal communication skills.

Effective time management with the ability to prioritise tasks in a dynamic environment.

Highly motivated individual with a strong results-driven mindset and an ability to work independently and collaboratively within a distributed IT team.

Practical experience with Azure AD, Intune, Conditional Access, and device management.

Strong knowledge of networking concepts, including switching, routing, firewalls, VLANs, VPNs, and Wi-Fi technologies.

Requirements

Other Required Requirements

- Ability to travel between sites for installation, maintenance, and troubleshooting activities.
- Capacity to lift and handle IT equipment including cameras, servers, and cabling.
- Travel to outer islands and work outside normal hours required as operational needs dictate.

Interactions

Type	Interaction	Comments
Internal		
	All employees	
External		
	Coordinate with hardware and software suppliers	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Extrovert	Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Numerate	Shows abilities in quantitative thought and expression.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

—

Contact for Enquiries

Contact Name: Grace Naleba

Contact Email: grace@maxumise.com

Further Contact Information: Maxumise Office Ph: 3303137 | 7733137

Closing Date: 03 Jan 2026