
Position Description

Vacancy Title: **Senior Systems Administrator**

Location: **Wailekutu**

Reports To: **Manager Hardware and Network - Infrastructure (v 1.01)**

Objective

The Senior Systems Administrator is responsible for managing, maintaining, and optimizing organization's IT infrastructure as per the enterprise level infrastructure requirements and plans. Responsible for the ensuring high availability, security, and performance of systems. S/he reports to the Manager Hardware and Network infrastructure, CJ Patel & Company Pte Limited.

Outcomes

Organisational Stakeholders

1. Network & ICT Infrastructure Maintained

- Hardware and network infrastructure managed and maintained to ensure services are available and adequate for the needs of the organization
 - System performance monitored (servers, software and hardware)
 - Configuration of internal systems, new software and hardware including installation of servers, devices and firewalls ensured
 - Cryptography applied to network applications
 - Undertake network infrastructure upgrade projects
 - Cloud and oracle based backup support provided
 - IT security ensured in relation to operational work, programs, files, disks, backup procedures etc.
 - Host security, file permissions, backup and disaster recovery plans ensured
 - file system integrity, and adding and deleting users managed and monitored regularly.
 - Risk management plan implemented including backup of all IT systems
 - Networks, systems and applications troubleshooted and malfunctions and other operational difficulties identified and fixed in a timely fashion.
 - Diagnose and troubleshoot technical issues
 - Network system utilization patterns and their effect on operation/system availability and performance expectations identified
 - Onsite and remote technical support provided competently and in a timely fashion
 - provide help desk and troubleshooting services when required
 - Timely user notification of maintenance requirements and effects on system availability ensured
 - Network and hardware inventory managed and maintained
 - Technical documentation maintained and updated
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2. Network Infrastructure optimisation supported

- New hardware and network components evaluated, industry trends monitored, and efficient information provided to meet business needs
 - Adherence to installation and support delivery times ensured, and advice to user managers of any adjustments provided
 - Network enhancements and operating procedures investigated, recommended and installed to optimise network availability
 - smooth deployment of new applications ensured
 - Implementation and monitoring of the hardware and network architecture coordinated in compliance with standards and IT Policy & Procedures
 - Site licenses for department/organisation maintained
 - Distribution of client/server software and service packs planned, coordinated and monitored
 - Reports regarding hardware and network architecture prepared and submitted to the Manager Hardware and Network infrastructure.
 - Network problems and resolutions documented for future reference
 - Communication and networking problems anticipated and preventive measures implemented
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3. Positive user experience [IT focus]

- Understand and deliver the desired user experience outcome
 - Systems and hardware easy to use and fit for purpose
 - Documentation provided to meet business and personal user needs as well as compliance requirements
 - Assistance in managing the help desk provided to ensure problems and requests are handled to achieve the desired customer experience outcomes and in accordance with service level agreements
 - User manuals developed and training / updates available to staff
 - Trainings conducted on how to use and manage the operating systems, relational databases, and other applications
 - Management and staff assisted in improving their information technology awareness and understanding
 - System training provided to new users including set up and activation of their accounts
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4. Safe work environment promoted and ensured at all times

- Workplace safety ensured.
 - communication of Safety, Health and Environment to all team members are on an on-going basis
 - Occupational Health & Safety systems promote zero workplace injury at all times.
 - Local environmental regulation is aligned with workplace safety on an on-going basis.
- Workplace hazards eliminated at all times.
- Systems assist in the identification and elimination of workplace hazards on an on-going basis

5. CJ Patel Group's Image and values standards demonstrated and promoted at all times

- Uphold and demonstrate the organisation's image and values.
- Professional and ethical standards sustained
 - Integrity of data maintained
 - Confidentiality of information ensured
- Teamwork and Cooperation
 - Cooperation within the team and greater function / department
 - Cooperation across functions / departments
 - Work collaboratively to achieve the set targets and goals
 - Collaborate with other teams for the benefit of the organization.
 - Monitor and encourage team members to uphold image and value standards.
 - on the job training and guidance provided to junior staff in the department
- Continuous learning and development of own skills and knowledge base is ensured

Responsibilities - Key Competencies

| Competence | Description |
|------------------------|--|
| Business | |
| Risk Management | Analyse and manage risk. |
| Systems and Procedures | Develop and/or apply procedures to assist the organisation achieve its goals. |
| Customer | |
| Customer Commitment | Demonstrate a commitment to customer service - both internal and external customers. |
| Quality Focus | Deliver quality. |
| People | |
| Team Orientation | Work in a team towards a common aim. |
| Facilitation | Assist the progress of work ensuring its timely and effective completion. |
| Problem Solving | Develop practical solutions to a situation. |
| Professional | |
| Technical Strength | Demonstrate knowledge of a specialist discipline. |
| Technology Application | Apply technology. |

Qualifications

| Qualification | Discipline | Notes |
|---|---|-------|
| Preferred | | |
| Degree | Information Technology/Computing | |
| Preferred | | |
| Higher Degree incl. Post Grad Cert or Dip | Computer Science and Information System | |

Work Knowledge and Experience

- Minimum 6–8 years' experience in system administration or a similar role.
- Significant experience in the management of hardware and network infrastructure in a medium to large size organisation.
- Solid knowledge of LAN/WAN configurations to include experience with Cisco routers & switches, Internet firewalls, and wireless technology
- Experience with Windows Server platforms with an emphasis on Active Directory and setting up and managing database systems such as SQL Server
- Strong experience with Windows Server and/or Linux environments.
- Knowledge of virtualization technologies (e.g., VMware, Hyper-V).
- Experience with cloud platforms (e.g., AWS, Microsoft Azure)
- Experience with backup solutions and disaster recovery planning and Knowledge of cybersecurity principles and tools.
- Excellent problem-solving and troubleshooting skills. Strong communication and interpersonal skills

Requirements

Language Proficiency

- Excellent command of English

Regulatory Compliance Requirements

Driver's License

Other Required Requirements

No other required items found.

Interactions

| Type | Interaction | Comments |
|-----------------|---------------|----------|
| Internal | | |
| | All employees | |
| | IT Team | |
| External | | |
| | Suppliers | |
| | Regulators | |

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. |
| Integrity | Adherence to moral and ethical principles; soundness of moral character; honesty. |
| Achiever | Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment. |
| Innovative | Devises new and creative ways to do things comes up with original ideas. |

Interpersonal Styles

| | |
|-----------------------------|--|
| Realistic | Shows concern for facts and reality, rejecting the impractical. |
| Team Oriented | Enjoys being with others as part of a group or team. |
| Self-sufficient and assured | Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities. |

Thinking Styles

| | |
|----------------|---|
| Analytic | Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems. |
| Decisive | Reaches conclusions, promptly and firmly. |
| Initiative | Takes action and makes decisions without the help or advice of other people. |
| Well organised | Controls tasks in a well thought out and critical manner. |

How To Apply

Online

Contact for Enquiries

Contact Name: Human Resources Officer

Contact Email: careers@cjpatel.com.fj

Further Contact Information: --

Closing Date: 22 May 2026