
Position Description

Vacancy Title: **IT Network & System Administrator**

Location: **Ranadi**

Reports To: **Information & Communications Technology Manager (v 2.00)**

Objective

IT Network & System Administrator delivers Second level support to the network and systems by providing administration for internal services, firewalls, proxy and PC technical/help desk support and ensure a stable operation of all Sol Power IT system and assets. The role reports to the Manager Information Communication Technology.

Outcomes

Organisational Stakeholders

1. Stable operation for all Sol Power IT system and assets ensured

- Second level of support regarding LAN/WAN provided
 - LAN/WAN network status and network devices monitored, diagnosed, troubleshooted and all Level 1 network issues resolved timely
 - Efficient and timely administration for all IT internal services, firewalls, proxy, pbx and PC technical/help desk support and all other technical support for all IT enquiries provided
 - Security software installed on user PC and other server administration duties performed
 - Timely set up user IDs on domain, email, phone system and internal systems ensured
 - Basic phone set up facilitated
 - Handsets, printers and fax machines software drivers installed and configured
 - Support to IT projects, office refurbishments and set up of new locations provided
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2. Organisational efficiencies ensured

- Safe working environment ensured and all tools and equipment's used are clean, maintained and stored safely and securely
 - Work area planned and organised to maximize efficiency and maintain the discipline of regular tidying
 - Regularly schedule, re-schedule, and multi-task according to changing priorities ensured
 - Work efficiently ensured and progress and outcomes checked regularly
 - Updated with "license to practice" requirements and currency maintained
 - Thorough and efficient research methods demonstrated to support knowledge growth
 - Enthusiasm to try new methods, systems, and embrace change demonstrated and ensured
 - Worked in collaboration with work colleagues effectively to maximize efficiency and learning
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3. Systems and Network design process specification, time and budget met

- Technical design requirements for operating systems and networking devices at the appropriate level of responsibility and accountability discussed within the client organisation
 - Knowledgeable/best advice and possible solutions given to customer to meet technical and security requirements
 - Budget/resource restraints matched with best possible client solutions
 - Customer wishes are accurately transferred to a logical diagram
 - Configuration documentation prepared timely
 - Pre-acceptance testing of the concept undertook
 - Document and sign off prepared
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4. Network operational integrity ensured

- User demands and design requirements interpreted to industry certification requirements
 - Successful Network configuration achieved through teamwork with other Team members
 - Appropriate services selected to meet customer requirements
 - All types of different configurations applied, including software and hardware upgrades, on all kinds of networking devices that can appear in a network environment to include: Routing protocols, Network Security, Wi-Fi, VoIP, etc.
 - Disaster recovery procedures designed and implemented
 - Proposed solution for role/feature is discussed with relevant parties e.g. users, colleagues and managers and a consensus is reached
 - Configuration records maintained
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5. Compliant IT Unit

- Deliverable's are in compliant with the prevailing laws and organisational policies and procedures
- All procurement activities undertaken are managed in conjunction with procurement policies and commercially sound business practices that offer best value for money to Solomon Power followed
- Assistance provided in identification of non-compliance and risks associated with tasks carried out by others for the team and inform relevant stakeholders to take corrective mitigation measures
- All internal IT services, installations, network devices and systems are complied with the health and safety standards, rules and regulations

6. Effective communication organisation wide

- Communication between the ICT department and other units, departments and divisions effectively managed
- ICT needs of the internal network identified, reports prepared, submitted and followed through relevant and appropriate ICT solutions
- Pro-actively contributed to the development of a strong and effective team
- Knowledge and expertise shared with colleagues and a supportive learning culture developed

7. Required departmental objectives addressed and completed in a timely and efficient manner

- Assistance provided in the effective and efficient management of the Department to sound business standards
- Contributed to the objective of maximising business performance and compliance with standards ensured
- Manager ICT assisted in preparing and submitting the Department's budgets in a timely manner
- Support to the Manager ICT provided to properly implement approved budgets, including accounting for and monitoring ICT operational and capital budgets
- Continuous improvements in processes, approaches & initiatives advocated, communicated & implemented

8. Effective ICT facilitation of security measures

- Assistance provided in the effective delivery of the organisation's service quality commitments to stakeholders
- Manager ICT assisted in training and educating internal stakeholders about ICT systems, processes and procedures
- Stakeholders assisted in advising about ICT systems, processes and procedures
- Any training specific to ICT systems, processes and procedures coordinated
- Continuous improvement, enhancement and security of ICT systems ensured

9. A healthy, safe and OHS compliant Solomon Power

- Taking reasonable care of own health and safety and for the safety of other people, including people working under incumbent's supervision or direction who may be affected by his or her acts or omissions at the workplace ensured
- Compliance with lawful direction given by Solomon Power with respect to health and safety matters under current Safety acts and regulations

10. Environmental protection is prioritised at all times

- Ensure adherence to the requirements of the environmental systems
- Ensure compliance with specific environmental management procedures applicable to their work

11. Sol Power positive image enhanced and values demonstrated at all times

- Company policies and procedures including safety rules adhered to at all times
- Teamwork and good working relationships with managers and work colleagues are ensured
- Commercial confidentiality maintained at all times

Responsibilities - Key Competencies

| Competence | Description |
|------------------------|--|
| Business | |
| Strategic Development | Establish the strategic direction and steer the organisation towards its goals |
| Risk Management | Analyse and manage risk. |
| Change Management | Implement and manage changing situations resulting from a change in strategic/business. |
| Planning | Deliver results by developing, reviewing or following a work plan, action plan or operational plan. |
| Resource Management | Deliver results through the efficient and effective allocation and use of supplies , equipment and people. |
| Systems and Procedures | Develop and/or apply procedures to assist the organisation achieve its goals. |
| Documentation | Communicate using formal business writing. |
| Communication | Exchange information through verbal communication |
| Customer | |
| Customer Commitment | Demonstrate a commitment to customer service - both internal and external customers. |

| Competence | Description |
|------------------------|---|
| Quality Focus | Deliver quality. |
| People | |
| Facilitation | Assist the progress of work ensuring its timely and effective completion. |
| Problem Solving | Develop practical solutions to a situation. |
| Innovation | Use original and creative thinking to make improvements and/or develop and initiate new approaches. |
| 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. |

Qualifications

| Qualification | Discipline | Notes |
|------------------|---|---|
| Preferred | | |
| Degree | Information Technology and/or Information Systems | |
| Desirable | | |
| Certificate | Cisco CCNA | having or working towards a Cisco CCNA certification is ideal but having the certification at hire is aspirational. |

Work Knowledge and Experience

- Experience in Networking (LAN, WAN) in Cisco environment
- Help desk support experience in Windows and Linux applications
- Experience in Windows Hyper V and VMware ESXi server environment
- Must have working knowledge of certification regimes such as: CISCO, Microsoft, and Linux
- Technical background in internal servers, firewalls and proxy

Requirements

Language Proficiency

Excellent command of English (written and oral)

Other Required Statements

No other required statements found.

Interactions

| Type | Interaction | Comments |
|-----------------|-----------------------------|----------|
| Internal | | |
| | Management Team | |
| | Executive Management | |
| | All employees | |
| External | | |
| | Suppliers | |
| | Consultants and Contractors | |
| | Greymouse | |
| | XconX | |
| | Our Telekom | |
| | Satsol | |
| | Other local vendors | |

Attributes

Behavioural Styles

| | |
|-----------------|---|
| 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

| | |
|---------------|--|
| Objective | Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement. |
| 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. |
| Decisive | Reaches conclusions, promptly and firmly. |
| Initiative | Acts and makes decisions without the help or advice of other people. |

How To Apply

Complete all parts of the Application form online. Upload a Cover letter, upload your CV and must include names and contact details for two (2) referees. Attach Certified Transcripts, Qualification Certificates and other relevant documents. Address Application to: Chief Executive Officer Solomon Islands Electricity Authority P.O. Box 6 Honiara Applications to be received by 4.00pm, Solomon Islands time, Thursday 8 July 2026.

Contact for Enquiries

Contact Name: Andrew Tausema

Contact Email: Andrew.Tausema@solomonpower.com.sb

Further Contact Information: --

Closing Date: 09 Jul 2026