



## RECRUITMENT NOTICE

Rwanda Internet Community and Technology Alliance (RICTA) is a not-for-profit organization whose main objective among others is to manage the .RW ccTLD (Country Code Top Level Domain) and Rwanda Internet Exchange in order to foster Internet usage penetration in Rwanda.

RICTA seeks to recruit for the position of System & Network Engineer.

**POSITION/TITLE: SYSTEM & NETWORK ENGINEER**

**DEPARTMENT: IT DEPARTMENT**

**POSITION TYPE: FULL TIME /PERMANENT**

**REPORTING TO: IT MANAGER**

## MAIN PURPOSE OF JOB

The Network and System Engineer is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. He/she participates in technical research and development to enable continuing innovation within the infrastructure. He/she ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational values, enabling staff, and Partners.

## JOB DESCRIPTION

### RICTA SYSTEM & NETWORK ENGINEER

#### Job Description

The main tasks of the *System & Network Engineer* are:

1. Maintain a thorough understanding of the basics behind the Internet and its workings (DNS, Security, IP Routing, HTTP, VPN, Email Routing, SPAM, etc.)
2. Install new / rebuild existing servers and configure hardware in accordance with standards and project/operational requirements.
3. Configure and setup Cisco Firewalls, VPN Concentrators and Security appliances for access to vital business applications.
4. Design, setup and configure complex switching environments
5. Maintain a thorough understanding of Local Area Networking
6. Configuring and installing server network software for upgrading and maintaining network systems.
7. Suggesting and providing IT solutions to business and management problems;
8. Develop and maintain installation and configuration procedures.
9. Contribute to and maintain system standards.
10. Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
11. Perform regular security monitoring to identify any possible intrusions.
12. Documents any infrastructure problems and resolution for future reference
13. Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary.

14. Repair and recover from hardware or software failures. Coordinate and communicate with impacted constituencies.
15. Provide after-hours support for Infrastructure related emergencies as well occasional weekend maintenance
16. Apply OS patches and upgrades on a regular basis and upgrade administrative tools and utilities. Configure / add new services as necessary.
17. Responding to inquiries from staff and provide technical assistance where necessary
18. Any other duties as assigned by management.

### **Required Academic Qualifications, Competences and Skills.**

1. Bachelor degree, with a technical major, such as system Administration, Networking & Computer Systems, engineering or computer science.
2. . Technical, analytical and interpersonal skills required
3. Maintain network security through proper configuration of VPN and Firewalls
4. Strong organizational skills and ability to multi-task in a small business environment
5. Problem Solving, Networking Knowledge, Network Design and Implementation, Network Troubleshooting, Network Hardware Configuration,
6. Analytical skills
7. Attention to details
8. Team work
9. Advanced hardware & software troubleshoot skills
10. Ability to work well independently.
11. Must possess above average organization skills
12. Excellent communication skills and can demonstrate problem solving skills and display a willingness to learn.

### **How to apply:**

Applicants should send an Application Letter, CV/Resume, and copies of bachelor's degree to [info@ricta.org.rw](mailto:info@ricta.org.rw)

RICTA is an equal opportunity employer.

Only successful candidates will be contacted. For all other inquiries please feel to contact us on +250 788409061 directly.

**Application deadline: Friday 4<sup>th</sup> September 2020 at 5pm.**

Kigali, August 26, 2020

### **RICTA MANAGEMENT**