



TOR: Systems Administrator

1. Background The Government of Maldives (GOM) has initiated a project towards the design and development of a National E-Government Framework (MEGF) for Maldives. The project is supported the GOM with the National Centre for Information Technology (NCIT) as the Executing Agency. Inter alia, the project will be required to undertake the services of a Systems Administrator.

List of Abbreviations

GOM	Government of Maldives (Executive, Judiciary and Legislative branches)
NCIT	National Centre for Information Technology
MEGF	Maldives E-Government Framework
GNM ¹	Government Network of Maldives

2. No of Consultants required 1
3. Objectives The objectives of this Consultancy is to provide operational systems management services to the MEGF.
4. Scope The specific tasks related to this Consultancy is to address the Server systems Design, Administration and Costing of the MEGF, and provision of the ICT Plan for its development and implementation of a National Data Center.
- 4.1. Develop a national standards for government data centers.
 - 4.2. Examine and analyses the existing server system and provide a report on the setup, vulnerabilities and actions required for conversion to MEGF.
 - 4.3. Ensure well-developed secure and interoperable server systems are developed that meet the regulatory national and international standards
 - 4.4. Perform administration of VMWare environment by managing the following VM components to include but not limited to the

¹ GNM is also referred as National Computer Network and has been in implementation. The network connects sparse inhabited islands of the Maldives via Telecom Operators and through NCIT own Fiber network.



- VMWare Virtual Center, Site Recovery Manager, Operations Manager, Cloud Director, and other VMware products.
- 4.5. Maintain and manage VM resources to include (CPU, Memory and Disk) usage.
 - 4.6. Build new VM hosts and instances to support customer requirements.
 - 4.7. Transfer all production data to the newest VM infrastructure/platform.
 - 4.8. Resolve VM related incidents in compliance with organizational incident management process.
 - 4.9. Work with the Storage team to attach and manage FIBRE channel storage on VMware clusters.
 - 4.10. Work with Network Transport team to configure acquire network resources and configure either standard switches on ESXi hosts or dynamic switches on VMware clusters.
 - 4.11. Ability to deploy windows based server environments including setting up Active Directory, DHCP and DNS, IIS, DFS, RMS and DAC services.
 - 4.12. The following will be considered as an added advantage;
 - 4.12.1. At least 3 years' experience in managing Microsoft Active Directory to include implementation of Government Printing Office, file and print services, Domain Name System, Controller replication, and organizational unit management
 - 4.12.2. Experience in building, configuring, and managing Microsoft Windows servers in enterprise environments.
 - 4.12.3. Experience in deploying Microsoft Windows based solutions such as Microsoft Active Directory, and Microsoft Windows Server Update Services.
 - 4.12.4. Experience in utilizing PowerShell to automate common functions.
 - 4.12.5. Experience in Project Management or management of technical projects.
 - 4.12.6. Experience in working with virtual infrastructure (i.e. VMWare).
 - 4.12.7. Experience in hardening Windows operating systems to National Institute of Standards and Technology compliance.
 - 4.12.8. Experience in Backup and Restore.
 - 4.12.9. Experience in gathering requirements and helping to design, plan and implement system solutions for a Windows platform to meet customer requirements.
 - 4.12.10. Technical writing skills.
 - 4.12.11. Knowledge of current technological developments/ trends in area of expertise.



- 4.12.12. Ability to operate on a scheduled 24-hour on-call basis.
- 4.12.13. Strong inter-personal and communication skills.
- 4.12.14. Output-oriented

5. Transfer of Knowledge

It is the policy of the GOM that the transfer of knowledge and skills to the Project Team is an inherent part of external consultancy assignments, as far as is practical and appropriate. Therefore, the approach to the task must be participative. The consultant must respond to this policy requirement through hands on training, workshops and/or other suitable methodologies.

Strong emphasis will be placed on skills transfer to the team assigned to the project. The consultant must involve the NCIT Project Teams in all phases of the assignment, so as to practically and effectively transfer skills and secure 'buy-in' and ownership of the institutional systems and procedures developed.

All information, documents, reports and materials will become and remain the property of the GOM and the Consultant does not have any rights to copy, retain, reproduce, use or disseminate without the written approval of the NCIT.

6. Reporting

The Consultant will report to the Executive Coordinator at the NCIT

7. Duration

The duration of the contract will be 24 Calendar Months subject to renewal based on performance or based on future need.

The Consultant is entitled to designated leave follows.

- 7.1. Annual Leave of 30 day for every 12 Months block
- 7.2. Sick leave 10 Days for every 12 Months block

8. Qualification

The Consultant should possess the following key professional competencies (or substantially equivalent) for the assignment:

- 8.1. Bachelors' Degree (or higher degree) in Information and Communication Technology, Computer Science, Computer Engineering, Strategic Planning or ICT related field, from a recognized institution.
- 8.2. Certified in Microsoft Certified Systems Engineer (MCSE)
- 8.3. Certified in Microsoft Certified Systems Administrator (MCSA)
- 8.4. Competency in MS SQL and My SQL.
- 8.5. Microsoft Certified Database Administrators (MCDBA) or other professional certifications will be an added advantage.
- 8.6. At least 5 years demonstrated experience in ICT related fields.
- 8.7. Hands-on knowledge of various operating systems will be an added advantage.



- 8.8. Excellent understanding of the project goals and objectives.
 - 8.9. Ability to deal with diverse and complex issues in network and security implementation.
 - 8.10. Good leadership and analytical skills.
 - 8.11. Excellent listening, interpersonal, written and oral communication skills (in English Language).
 - 8.12. Highly self-motivated and self-directed.
 - 8.13. Ability to effectively prioritize and execute tasks while under pressure.
 - 8.14. Experience working in a team-oriented, collaborative environments.
 - 8.15. Consultancy track record working with Government projects &/or multilateral funded projects.
9. Remuneration package
- 9.1. The consultant will be paid a total remuneration US\$ 2320.00 in United States Dollars as per the following breakdown.
 - 9.1.1. Salary of US\$ 2000.00
 - 9.1.2. Living Allowance of US\$ 300.00
 - 9.1.3. Phone allowance of US\$ 20.00
10. Accommodation package
- 10.1. GOM will provide a furnished room with attached toilet on dual sharing basis.
 - 10.2. Kitchen and laundry facility will be available in the apartment. The rent of the apartment will be paid by GOM.
 - 10.3. GOM will also bear limited charges for electricity, water, gas and internet. Should these go above the threshold, it should be borne by the consultant and will be deducted from the remuneration.
 - 10.4. Consultants are responsible for all items within the apartments and would pay for any damages during their stay.
 - 10.5. The consultant will be provided One Economy Return ticket per year.
 - 10.6. The consultant's visa and work permit and insurance will be arranged by GOM.
11. Working Hours Full time: 8:00am – 3:00pm (if required, time should be adjustable in order to achieve the objectives)

In this context, the National Centre for Information Technology invites interested candidates to send applications, along with relevant documents to:

National Centre for Information Technology
64, Kalaafaanu Hin'gun,
Male', Republic of Maldives
Phone: + (960) 334 4000/ Fax: (960) 334 4004
OR email to: employment@ncit.gov