

## **SYSTEM ADMINISTRATOR**

### **Authority**

The System Administrator works under the supervisory function of the Information Technology Manager who reports to the Director of Operations.

### **Purpose**

The System Administrator position provides information technology support for the MFNERC staff and support to the technical staff. A demonstrated respect for First Nations knowledge, languages and cultures; and fluency in a First Nations Language is desirable for this position.

### **Specific Responsibilities**

1. Manage VMWare virtualization infrastructure;
2. Manage Backup and Disaster Recovery solution;
3. Manage and maintain storage solutions;
4. Implement ITIL best practices for User Management, Asset Management and Inventory;
5. Assist in the management of the mobile device management service;
6. Assist in the management Active Directory organizational units, user accounts and permissions;
7. IMAC (Install/Move/Add/Change)
8. Email addresses/information stores
9. Manage of BGP network infrastructure;
10. Manage networking infrastructure, including switches, firewalls, access points;
11. Performs other duties and projects as assigned.

### **Qualifications**

#### **Education & Experience**

- Microsoft Certified Solutions Associate (MCSA) certification;
- Cisco certified, CCNA or CCNP;
- Minimum five (5) years related work experience;
- Virtual Certified Professional (VCP) designation would be a benefit;
- Ability to install and configure Debian and Ubuntu Linux;
- Ability to install Operational Systems, hardware and software;
- Ability to investigate, analyze, assess and solve technical issues;
- Understand ITIL and its application;
- Excellent oral and written communication skills;
- Strong time management and organizational skills and the ability to work under pressure;

- Ability to handle and prioritize multiple tasks and meet all deadlines;
- Professional behaviors that personify strong work ethics;
- Ability to work independently and cooperatively in an interdisciplinary team of professionals;
- Ability to speak a First Nations Languages would be an asset;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Ability to travel to First Nation communities within Manitoba.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by 4:00 p.m. **Friday, September 9, 2022** to:

**Human Resources**  
**Manitoba First Nations Education Resource Centre Inc.**  
**2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9**  
**Email: [employment@mfnerc.com](mailto:employment@mfnerc.com) | Fax: 204.942.2490**

We thank all who apply, however, only those selected for an interview will be contacted. MFNERC has implemented a mandatory COVID-19 Vaccination Policy for all employees. Successful candidates will be required to show proof of the vaccination. Preference will be given to Indigenous people and applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

**Please visit our website at [www.mfnerc.com](http://www.mfnerc.com)**

Posted: August 26, 2022