



EXTERNAL VACANCY NOTICE

Position: Executive Officer (Senior Data Technician)
Information & Communications Technology Department

The National Insurance Board is inviting suitably qualified candidates to submit applications for the position of **Executive Officer (Senior Data Centre Technician) – Information & Communications Technology Department**.

Job Summary

This role is responsible for the day-to-day data centre/computer operations including pro-active monitoring of the data centre physical facilities, systems' uptime and connectivity to ensure system availability to prevent any down time that impacts the business transactions between The National Insurance Board and its external customers.

Responsibilities

1. Assist in preparation and utilization of the annual ICT budget; monitor utilization and ensure proper usage and compliance to policies and procedures to ensure efficient and optimal utilization of funds, with proper accountability, and within the approved budget.
2. Communicate project statuses, priorities and required changes/enhancements to the Group Head or Immediate supervisor timely.
3. Formulate and implement a plan for the Data Centre to be managed at the most optimal and efficient level with sustainable operating cost, considering automation, policy base management, equipment standardization, virtualization, recovery sites, Data Centre contracts.
4. Support the expense process of the project to ensure that required controls are in place and expenses do not exceed approved budgets without approval.
5. Perform routine operations to execute duties such as scheduling of batch programs, printing reports, systems backup, tape mounts, server reboots and periodic equipment checks in the Data Centre.
6. Liaise with Group Head (OPG) and Data Centre Administrator to manage NIB's service level agreements; carry out capacity management to create sufficient flexibility of resources.
7. Collaborate with Senior Data Centre Administrator to control and maintain the various versions of products, systems, services, and other configurable items to ensure consistent performance.
8. Conduct the health and safety checks of all the systems and facilities in the Data Centre in accordance to the checklist and to notify the Group Head (ING) immediately when there are abnormal activities.
9. Conduct inventory checks against the inventory list to ensure all the equipment in the Data Centre is accounted for. Manage the technical support of IT infrastructure by coordinating between in-house and 3rd party vendors, and keeping abreast of infrastructure trends and technologies that may impact NIB.
10. Manage the key consoles and act as a central point for monitoring and managing services.
11. Collaborate with Group Head (OPG) and Data Center Administrator to define, implement, and monitor the backup and recovery procedures.
12. Manage the security, safety, and overall health of the data centre.
13. Monitor the health and safety aspects of all the systems and facilities in the data centre for equipment failure or errors/abnormality in performance and to notify the Group Head (IPG) immediately when there are abnormal activities. Be a resource for junior staff in these matters.
14. Liaise with suppliers and contractors for a speedy resolution when necessary and set escalation paths and procedures for supplier interaction.
15. Ensure appropriate response to program error messages by finding and correcting problems or terminating the program in accordance to the procedures prescribed by the requestor.

Qualifications and Requirements

- Bachelor's Degree in Computer Science, Information Systems or related field from an accredited College or University, professional certifications is a plus.
- A minimum of three (3) years' experience working in a server and networking environment is preferred.
- VMWare Certified Professional or Associate (VCP/VCA), Microsoft Certified Systems Administrator or Engineer (MCSA/MCSE), CompTIA Server+, Linux+, Network+ (or Security+) certification and AS/400 Professional System Administrator.
- Good analytical and problem-solving skills.
- Excellent interpersonal and communication skills.

APPLICATION

Kindly apply by submitting a cover letter with the subject **Executive Officer (Senior Data Centre Technician)**, ICT and resume, along with the necessary proof of qualifications marked **private and confidential** to:

Assistant Manager, Recruitment
Human Resources
The National Insurance Board
Clifford Darling Complex
Nassau, Bahamas

Or via e-mail: apply@nib-bahamas.com

Application Deadline: September 27, 2024