Terms of Reference

Position

Technology Solutions Specialist (CSC4)

Duration

12 Months

Background

The Civil Service Commission of Maldives is looking to hire a staff for its Information Technology Section. The Information Technology Section is responsible for all the technology infrastructure of the Civil Service Commission. The objective of the staff is to work with the Information Technology team at the Civil Service Commission.

Reporting Relationships

He / She will report directly to the Director of Information and Communication Technology, or a person assigned by the Director of Information and Communication Technology.

Qualification

- Bachelor's Degree in Information Technology or Software Engineering or Computer Programming or Web and Application Development or Information Systems Management or in the field of Computer Science or any other related field.
- Or a Diploma Certificate in Information Technology or Software Engineering or Computer Programming or Web and Application Development or Information Systems Management or in the field of Computer Science or any other related field. And at least 2 years of experience in the relevant field.

Required Skills

Database Management

- Proficient in querying for SQL Server.

Client System Support

- Proficient in supporting client systems such as computers, printers, phones, etc.

Networking

- The configuration and management of switches, access points, and firewalls.

Security Systems

- Knowledge of ZK Devices.

Added Advantage

Virtualization

- Knowledge of virtualization solutions using VMware.

Storage Solutions

- Knowledge of NAS (Network Attached Storage).

Operating Systems

- Administration of Windows Server.
- Management of Linux systems.

Infrastructure Services

- Management of UPS systems.

- Administration of Update Server.
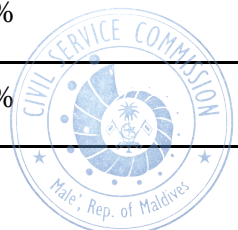
- Familiarity with PABX.

Scope of Exam

- Cloudflare, GCP and M365 Administration
- Routing, Switching & Firewall Administration
- VMware and Microsoft Server Administration
- Storage and SQL Server Administration

Working Hours

Civil Service Commission official working hours. Currently from 8:00 am to 2:00 pm on government working days. In special cases, will have to work extra hours at the office, or at home as work from home is approved by supervising staff.

Selection Criteria

Criteria	Points
Minimum Qualification and Experience Required	30%
Additional Qualification	5%
Additional Experience	5%
Exam	15%
Interview	45%