



THE TRINIDAD AND TOBAGO STOCK EXCHANGE LIMITED

JOB OPPORTUNITY

Position:	Network and Server Administrator	Department:	IT Department
Type:	Full-time, Permanent	Location	Port of Spain

I	Objective <ul style="list-style-type: none"> • Provide Technical Services in the management, operation, security and maintenance of organization's network, server and core infrastructure environments. • Deliver operational support for computer hardware, operating systems, enterprise applications and related infrastructure services to ensure high availability and performance. • Monitor, administer, and maintain cybersecurity tools and controls, performing proactive checks to identify vulnerabilities, threats, and performance issues, and supporting timely remediation. • Administer and support email, directory services, domain management and related identity and access systems. • Oversee the provision and maintenance of Information Technology (IT) equipment, including personal computers, laptops, servers and network devices. • Supervision of junior support staff as required.
II	Key Responsibilities <ul style="list-style-type: none"> • Install, configure, test, commission and decommission IT infrastructure in accordance with approved procedures and instructions, maintaining accurate configuration, service and support records. • Apply, administer and maintain security controls across the IT infrastructure in line with organizational policy and standards to reduce risk and prevent unauthorized access. • Monitor IT systems and cybersecurity tools, perform proactive health and security checks, investigate security incidents or breaches and implement corrective and preventative actions, maintaining appropriate documentation. • Utilize systems management, monitoring and automation tools to collect performance metrics and perform routine system maintenance and updates. • Reviews and monitors service level delivery metrics and liaises with supervisors to ensure that service level agreements for the IT infrastructure are adhered to. • Execute approved operational, maintenance, and installation activities to ensure the stability, availability, and performance of the organization's IT infrastructure. • Receives and handles service desk and incident management requests for ICT infrastructure support following agreed procedures and maintains relevant records. • Contribute to organizations strategic projects as well as IT specific projects by supporting planning, risk identification and mitigation, quality assurance and delivery of assigned project activities. • Perform and support regular system backups, restoration testing and offsite storage tracking in accordance with approved business continuity and disaster recover (BC/DR) procedures. • Investigate and resolve infrastructure and service issues, coordinating with IT vendors and service providers as required and implementing preventative measures to reduce recurrence. • Deliver technical guidance and training to staff and stakeholders in areas of technical responsibility and assigned projects. • Stay current with developments in IT infrastructure, cybersecurity and related technologies, applying relevant knowledge to improve systems and processes. • Alert the Information Technology Manager of any issues that impact or may impact quality, system availability or security in a timely manner. • Performs other related duties as maybe required from time to time.
III	Key Relationships / Reporting Structure <ul style="list-style-type: none"> • Primary reporting to the Information Technology Manager • Liaise with Management, Supervisors and staff of the TTCD and TTSE, Member Firms, Listed Companies and external users.



IV	Accountability The incumbent is accountable for: <ul style="list-style-type: none"> • Compliance with TTCD/TTSE procedures, rules and regulations • The efficient operation of all IT Infrastructure and Network Security of the TTSE/TTCD • Ensuring that the Operational Procedures are current, applicable and the Preventative Maintenance tasks are done to completion
V	Performance Parameters <ul style="list-style-type: none"> • Tracking the support issues requested by manager, staff, member firms, other market participants and members of the public. • IT Infrastructure uptime. • Timeliness to resolve and implement solutions for support issues. • Time management of daily tasks assigned and quality of delivery. • Effective training of staff in the use of computer software, processes and procedures.
VI	Value Added Performance and Teamwork <ul style="list-style-type: none"> • Timeliness of reports to managers, member firms, listed companies and external agencies. • Maintenance of IT Infrastructure with little to no downtime due to system failures. • Knowledge of mission-critical software, processes, and hardware- systems. • Responsiveness to complaints from users. • Frequency and nature of complaints from users.

The incumbent is required to possess the following combination of qualifications, skills, training and experience:

VII	Qualifications <ul style="list-style-type: none"> • A bachelor's degree in computer science or related discipline, or equivalent work experience • Technical training with a minimum of three (3) years' experience in the operational and maintenance of ICT systems
VIII	Technical Skills The incumbent must possess: <ul style="list-style-type: none"> • Strong knowledge of networking concepts (TCP/IP, VLANs, routing, firewalls, VPNs). • Experience with MS Windows Server, Active Directory, and virtualization platforms. • Familiarity with backup, disaster recovery, and monitoring tools. • Working knowledge of cybersecurity best practices and infrastructure security controls. • Experience with cloud or hybrid environments is an advantage.
IX	Knowledge and Other Skills <ul style="list-style-type: none"> • Excellent Analytical, troubleshooting and problem-solving skills. • Ability to prioritize and manage multiple tasks in a production environment. • Good written, oral, interpersonal communication and report writing skills. • Ability to work collaboratively as part of a team. • Ability to establish and maintain effective working relationships with colleagues. • Ability to interact positively with management, staff, member firms, other market participants and members of the public. • Proficiency in MS Office suite, Firewalls, IT Infrastructure and Security • Team leadership skills.

THE DEADLINE FOR THE SUBMISSION OF APPLICATIONS IS JANUARY 23RD, 2026.