



**LEGAL AID COMMISSION**  
*"An Equal Opportunity Employer"*

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## **VACANCIES**

The Fiji Legal Aid Commission is a statutory body established by the Legal Aid Act of 1996 to provide assistance to impoverished persons. In pursuit of *"providing greater access to justice for all Fijians"* and to further strengthen its IT Unit, the Legal Aid Commission now invites applications from suitably qualified candidates for the vacancies referred to below.

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**V/No: ITA 02/2023 IT ADMINISTRATOR**

**Position Purpose**

The primary purpose of this position is to administrate Commission' IT infrastructure and system through the provision of specialist service, advice and attending to IT related issues.

**Key Responsibilities**

Duties include but limited to

- creating and maintaining comprehensive documentations relating to servers, network topology, equipment and configurations;
- formulating, implementing, and regularly updating IT policies for the Commission;
- creating project plans, design, and implement solutions;
- providing level 2 and level 3 support for problems identified with systems and network and act as an escalation point for Level 1 and 2 IT Support Technicians;
- creating, requesting, and presenting technical specifications and requirements for purchasing new servers and networking equipment via quote procedures;
- designing and performing server and security audits, system backup procedures, and other recovery processes in accordance with the agency disaster recovery and business continuity strategies, policies and or directives;
- participating and attending to after-hours upgrades, troubleshooting, and/or on-call availability as needed;
- standard system administration duties including server installation, patch management, Windows problem determination and resolution, log analysis, etc;
- providing infrastructure services and administration in the areas of storage networking, directory services, login scripts, group policies, DNS, and DHCP;
- maintaining Server and SAN systems;
- designing, developing and maintaining server operating systems for use in a Microsoft Active Directory domain;
- mentoring, training, and guiding the current IT staff in the management and

- deployment processes needed for a healthy uniform managed environment;
- facilitating the creation, maintenance, and provision of regular updates of the Commission's website, its content, and ensure website availability at all times;
- administering the maintenance of inventory for the Commission's software and systems assets and their corresponding contracts / agreements;
- contributing to and participating in the preparation and communication of training materials and documentation to end users, facilitate workshops, and other user-related activities as necessary;
- Undertake other relevant duties assigned by the IT Manager / Business Operations Manager and / or the Director.

### **Person Specification**

The person must have Diploma/ Degree in IT with at least 5 years of relevant experience.

### **Knowledge, Experience, Skills and Abilities**

The applicant should possess:

- Thorough IT related experience
- Proactive in the area of work and is able to work independently with minimal supervision
- A fast learner and able to articulate and analytical with attention to detail
- Excellent communication and interpersonal skills
- Ability to manage busy workload in a rapidly growing work environment
- the ability to solve complex problems
- a professional attitude and demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment
- ability complete work accurately and according to strict timelines
- excellent communication and oral presentation skills and an equal command of an English language
- ability to contribute to a high performing team
- good experience of IBM/Lenovo server and SAN system
- well versed with disaster recovery system
- knowledgeable in networking, server systems, applications management and Windows platform;
- database knowledge on both Oracle and MySQL;
- knowledge data migration, DNS, Active Directory, Web Designing, network and applications security.

### **Salary**

- **In making the Legal Aid Commission an “employer of choice”, a lucrative salary package would be offered.**

### **Application Process**

To apply and be eligible for consideration applicants must submit the following documents:

1. A cover letter addressing the knowledge, skills, experience and abilities required for the position; no more than four (4) pages.
2. A current CV/Resume with referee contact details.
3. Copies of academic transcripts, enrollment certificate.

The Legal Aid Commission has competitive open-merit based recruitment & selection process.

**Submission**

Applications must be submitted by 4.00pm on Friday 31<sup>st</sup> March, 2023; late applications will not be accepted.

Applicants are encouraged to submit their application by email to [vacancies@legalaid.org.fj](mailto:vacancies@legalaid.org.fj)

OR

(Vacancy Title & Reference Number)

The Acting Director  
Legal Aid Commission  
41 Loftus Street  
Private Mail Bag  
Government Buildings  
Suva.