



Government of the Republic of Trinidad and Tobago
**Ministry of Community Development,
Culture and the Arts**

JOB TITLE:	NETWORK SPECIALIST
MINISTRY / DEPARTMENT:	Community Development, Culture and the Arts

RATIONALE FOR ROLE:

The position of Network Specialist will provide technical support in the Secretariat for the National Registry of Artists and Cultural Workers related to the maintenance of an integral network of computers and related hardware to support its electronic database, web publishing, online access and digital application processes. The officer will also be required to provide support to ongoing initiatives of the Culture Division as it seeks to address developments in this dynamic sector.

DUTIES AND RESPONSIBILITIES:

The Network Administrator is the person responsible for making sure that the National Registry of Artists and Cultural Workers' computers can communicate with its other computers, printers and servers on the network, as well as the Internet and any other services outside the Culture Division, including FTP servers, virtual private networks and gateways. In addition, the Network Administrator provides the law and order of the network by spelling out the rules and regulations of the division. This is important so that users have a total

understanding of the Culture Division policy, which includes uses of the Division's assets (both tangible and intangible) for personal information and what type of activity violates Ministry Policy.

Job Summary: Manages the operation of the computer network that supports the National Registry of Artists and Cultural Workers and provides technical support to its Assessment Committee.

This is a three year professional contracted post in the Culture Division.

RESPONSIBILITIES:

- Maintains and improves the network infrastructure of the National Registry of Artists and Cultural Workers and the Culture Division whereby computers can communicate with other computers, printers and servers on the network, as well as the internet and any other services outside the company including FTP servers, virtual private networks and gateways.
- Ensures computers can communicate with its other computers, printers and the servers on the networks, as well as the Internet and any other services outside the company, including FTP servers.
- Responsible for keeping the Culture Division's network functioning at optimal levels, both the internal network (LAN) and website hosting services.
- Implements and maintaining user logon and access privileges, the actual hard-wiring of jacks and workstations and protecting internal users from outside threats, including hackers, viruses, spyware and malware.
- Develops a policy to govern the uses of company assets for personal information and what type of activity violates company policy.
- Any other duties and responsibilities deemed necessary by the Head of the Division.

The post-holder is expected to provide effective service support in a wide range of areas, liaising with the Ministry's clientele who have a wide range of expectations in the process. He/she should ideally manage the portfolio effectively to attain research results

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QUALIFICATION AND EXPERIENCE:

Minimum of a Bachelor's Degree in network administrations. In-depth knowledge of the web publication is a must. Graphic design is an asset. The ideal candidate will have worked successfully on the design, maintenance or upgrade of a computer network. Ability to work with a multiplicity of stakeholders is an asset. Good management's skills, human relations skills, networking skills, organizational skills and technology skills are expected. Equivalent combination of qualifications, training and experience are acceptable.