



The Jerusalem American School **Internationally Minded, Uniquely Jerusalem**

Jerusalem American School (JAS) is seeking to recruit a qualified full-time “IT Network & System Administrator”:

JOB Description Provide the staff and the students with any requested ICT services or support in compliance with JAS IT hardware and software standards and policies.

Job Summary

The main job of the Network Administrator is to maintain secure, reliable, flexible, and fully functional local networks at JAS. This includes planning, developing, installing, configuring, maintaining, supporting, and optimizing all network hardware, software, and communication links through utilizing latest technologies and security measures.

Duties & Responsibilities Main routine duties:

- Manage on-premises and cloud security for all systems, including firewalls, anti-virus protection, general network security, user access rights, and secure remote access.
- Provide standard training and support to end users to ensure staff use ICT systems and services effectively.
- Maintain network reliability and functionality by performing network monitoring, analysis, and performance tuning.
- Evaluate and install networking hardware, software and infrastructure equipment.
- Maintain a secure and compliant infrastructure and maintain network connectivity and secure the campus WiFi network.
- Configure, administer, and maintain the CCTV systems and security system.
- Responsible for creating and maintaining user accounts, and file permissions.
- Good knowledge in programming languages including C++, Java, PHP, HTML, JavaScript and .Net programming.
- Support the Video conference system
- Support in procuring ICT materials, hardware and software.
- Maintain and administer firewall’s policies and rules.
- Ensures ICT inventory is updated regularly and maintains adequate stocks levels.

Working Conditions:

1. Monday through Thursday, and Saturday from 8:00 am to 4:00 pm according to stated Job Status (evening and weekend flexibility required).
2. Other times as requested by the immediate supervisor.

Qualifications Job Factors:

1. Bachelor degree in Computer Science, Engineering, or other related field.
2. two+ years’ experience in network administration position in an enterprise environment.
3. Strong understanding and experience in computer network infrastructure and protocols

Performance Standards:

1. Good communication skills.



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2. Ability to train users on various technologies.
3. Communicate effectively in verbal and written forms.
4. Ability to learn new technologies independently.
5. Good command of spoken and written English language.
6. Creative thinking with good problem solving skills and attitude.
7. Demonstration of integrity, honesty, a sense of responsibility and loyalty in the performance of all duties.

For further details check, <https://www.jerusalemsschools.com/employment.html>

Interested candidates should apply their CVs through e-mail HR@jerusalemsschools.com

By no later than 15 December 2022