**Job Description:**

Maintain the company's network and connections to the Intranet, Extranet and Internet. Ensure optimal configuration and use of the network, Intranet and Internet connections.  
Maintain a highly available infrastructure for power, Internet connectivity and file servers.  
Should have hands on experience in switching, routing, firewalls, Perimeter IPS devices especially on Cisco devices.  
Maintain and design the network both LAN & WAN (Sub netting, VLANS), security (implementing ACLs Standard & Extended), QoS and configuring VPNs on IPSec (Remote and Site to Site), encryption algorithms.  
Maintain the security of the IT infrastructure against viruses, spyware and malware attacks.  
Provide technical support to QuisLex staff and troubleshoot problems.  
Maintain Change management and configuration management.  
Perform vendor selections and negotiate contracts for the acquisition and maintenance of hardware, software and network services.  
Maintain company's desktops, file servers and application servers including messaging servers (exchange).  
Enforce software licensing compliance.  
Office Automation.  
Assist QuisLex staff in the optimal utilization of Microsoft Office applications (Word, Excel, and Access).  
Ability to write MS Office macros with VBA.  
Supervise document scanning and OCR.

**Skills:**

Expert knowledge in networking, LAN, WAN, Internet connectivity, routers, firewalls.  
Expert knowledge in computer and network security, switching and routing.  
Networking Skills Hands on experience on Cisco L2, L3 switches, Routers, Firewalls, IDS & IPS (PIX, ASA, Sonic wall, Juniper & Checkpoint).  
CCNA/CCNP/CCSP certification Added advantage.  
Should have knowledge in scanning the network for Vulnerabilities and system hardening.  
Expert knowledge on Web Filtering appliances/softwares, Email gateway appliances/softwares and WAN monitoring softwares.  
Expert knowledge on Syslog servers.  
Should be good at configuring, monitoring & administering the IP Voice Systems.  
Expert knowledge in Windows (2003 and XP) operating systems & Messaging Servers (exchange 2003 & 2007).   
Linux is a strong plus.  
Strong knowledge of SQL, and at least one major database engine (preferably MySQL and MS SQL Server).  
Strong knowledge of the Microsoft Office suite, including the ability of writing macros in VBA.  
Knowledge of Windows Share point Services (WSS), Share.