



EMPLOYMENT OPPORTUNITY
First Nations Finance Authority

IT Systems/Network Administrator
Competition No. 2022-IT-01
Internal/External

Organization:

The First Nations Finance Authority (FNFA) is a national non-profit organization that provides financing, investment, and advisory services to First Nations Governments across Canada for economic development, social development, and other capital projects. www.fnfa.ca

Summary:

The IT Systems/Network Administrator takes direction from and reports to the IT Manager. The incumbent will ensure FNFA's IT systems and infrastructure are set up reliably and securely to meet the objectives of the business and provide best possible experience for users working in a hybrid setting. This position is responsible for all services, applications and systems that are designed with security, availability, and best industry practices in mind.

The IT Systems/Network Administrator anticipates issues before they become a problem, identifies opportunities to improve focusing on results and high customer service experience. The incumbent will continuously learn and enhance knowledge in the face of changing technology landscape. In the absence of the IT Manager, the incumbent will be trained as the backup. At times, this position may be required to travel.

Role responsibilities include but are not limited to:

1. In a pre-dominantly Microsoft 365 technology environment, configure and manage a diverse range of on-premises and cloud-based systems.
2. Manage Office 365 tenant accounts (Office 365 configuration, License provisioning, Applications assignment).
3. Expertly provision, configure and maintain Domain Controllers, Windows Servers, Active Directory, Office 365, SharePoint, etc.
4. Configure, deploy, and manage Intune and Autopilot.
5. Configure and deploy policies across devices and servers.
6. Configure and manage LAN and wireless network, printers etc.
7. Install, configure, and manage firewall and networking devices and other appliances.
8. Deploy and manage remote monitoring and management (RMM) tool.
9. Review and assess new systems and tools.
10. Manage identity and access to meet best security practices.
11. Ensure systems and applications are always secure and patched.
12. Set up backup systems and ensure all clients are backed up.
13. Manage and monitor End-Point Security Protection.
14. Monitor and analyze logs for performance.
15. Act as an escalation point for the IT team.
16. Investigate technical incidences, identify root causes, and put effective solution in place.
17. Provide high-quality remediation plans for recurring issues.
18. Install and inventory hardware, software, and peripherals.
19. Collect, organize, and maintain technical knowledgebase for use by other team members and end users.
20. Identify opportunities to improve IT systems and networking infrastructure.
21. Ad-hoc tasks and projects as needed.
22. Continuously learn and enhance knowledge in the face of changing technology landscape.

Who Can Apply:

Qualified persons of Indigenous ancestry will be given preference, therefore, please self-identify in your cover letter. Applicants must possess:

- Bachelor's Degree or Diploma in Computer Science or Information Technology.
- Knowledge of current cloud technologies (Microsoft Azure, G Suite Enterprise, Identity Providers) AWS Certified Solutions Architect Associate, MCSA, MCSE, CCNA, CompTIA's A+ Certification an asset.
- 3 to 5 years of demonstrated experience architecting, provisioning, and administrating the following:

- M365 office productivity systems (Exchange, Outlook, Excel, SharePoint, Teams, etc).
- Windows PC and Server products (Active Directory, Group Policy Management, Print Servers, DHCP, DNS and other Microsoft services).
- Security provision and patching: Microsoft Defender, ATP, Microsoft Endpoint Configuration Manager/SCCM, Intune, AutoPilot, RMM tools etc.
- Windows AD, Azure AAD, MFA (User provisioning, managing group policy etc.)
- Monitor Azure Resources, Log Analytics.
- PowerShell scripting E.g., Automate tasks (on-board /off-board users)
- Strong customer focused interpersonal skills.
- Strong analytical thinking, planning, prioritization, and execution skills.
- Strong written and verbal communication skills.
- Strong computer proficiency.
- Team player.
- Personal resilience.
- Attention to detail.
- Professional, responsive, and positive work attitude is essential.
- Resourcefulness, flexible and adaptable.
- Good time management & prioritization skills.
- Experience using WordPress is considered an asset.
- English is the working language, however, the ability to work in French or a First Nation language(s) is an asset.

Other Job Requirements:

FNFA requires proof of COVID-19 vaccination as a condition of employment.

Compensation:

We offer a competitive compensation package within our internal salary grid.

Location:

The successful candidate will work in our head office located in Westbank, BC.

Duration:

Permanent full-time position.

Application process:

Please email your resume and cover letter with 3 work-related references to: careers@fnfa.ca
We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted. FNFA may cancel, postpone, or revise employment opportunities at anytime.

Deadline date:

Open until filled.

Reposted: June 22, 2022