

Job Title :	Lotus Notes Domino Administrator
Job ID :	INLA1
Organizational Unit :	INFORMATION TECHNOLOGY SERVICE DIVISION FOR MANAGEMENT UNITED NATIONS OFFICE ON DRUGS AND CRIME (UNODC)
Level :	See UNDP salary Scale for Nigeria Level to be determined by UNDP procedures based on Best Candidate profile
Duty Station :	Abuja, Nigeria

JOB DESCRIPTION N°2: Lotus Notes Domino Administrator

Position Description: This position is part of the Infrastructure/Network Team (INT). The INT oversees the conceptualization and development of the Infrastructure/Network strategic plan of the EFCC project, provides overall management and operational support of the information infrastructure, and contributes to the advancement of information technology in support of the strategic directions of ITS/UNODC.

Qualifications and experience:

- University degree in computer engineering, computer science or a closely related engineering field,
- At least 5 years of experience with LAN and WAN operations and administration,
- "Hands on" experience in the design, implementation, administration, and maintenance of a Notes/Domino Messaging infrastructure is required.
- Expert skills in Linux, Windows 2003 administration, and Active Directory
- Extensive experience with SAN, DAS, NAS, and other storage solutions,
- Familiarity with best practices in network operations,
- Excellent oral/written communication and documentation skills
- Able to work under pressure and tight deadlines.

Duties and responsibilities: Working under the supervision of the Coordinator of Information Technology (CIT) for the EFCC/UNODC project, the Lotus Notes Domino Admin will undertake the following tasks in conjunction with other members of INT:

- Support client's messaging platform consisting of Lotus Notes, Lotus Domino, and SMTP.
- To be responsible for architectural development, planning, and implementation of the overall strategic goals of systems.
- Identify, evaluate, implement, and support related technologies such as but not limited to messaging web access, instant messaging, and collaboration and unified messaging.

- Provide support in the areas of Lotus software products standardization, leveraging of management and security features of new and existing products, application tuning, and capacity planning to a worldwide data center audience. This includes but is not limited to Lotus Notes/Domino, Sametime, and QuickPlace. Make recommendations on tools and processes to improve engineering/operations/applications productivity.
- Respond to requests from users (as Level 2 of the escalation procedures) and assist in deploying/configuring systems so as to conform to ITS infrastructure standards and EFCC needs. Provide resolution of more complex issues escalated from the support helpdesk and provide extra frontline support capacity as directed;
- The Infrastructure/Network Team provides service 24 hours a day, 7 days a week for EFCC project. This staff member will possibly be required to work or be on call on rotational basis at different times of the day or night to resolve problems.
- Perform other related duties as required.

Duration of appointment: One year, with the possibility of renewal subject to satisfactory performance.