

NORTH AMERICAN DIVISION

JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from **NORTH AMERICAN DIVISION** employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.**

TITLE OF JOB: Systems Architect
DEPARTMENT: Information Technology Services (NAD-ITS)
SUPERVISOR: Milton Sand Peyrera, Sr., Associate Director
Remuneration: Exempt

POSITION SUMMARY: Job requires a high degree of interaction with personnel from NAD Conferences and Unions that are hosted or may be interested in hosting possibilities with the NAD Private Cloud. Responsibilities include industry knowledge and configuration of Linux based operating systems, especially Debian and CentOS. Basic knowledge of programming languages such as Ruby on Rails and PHP will be considered a plus. Must possess knowledge of operating systems and IT Orchestration Engines such as Ansible. Must be able to create and edit scripts using common scripting languages such as those used within Ansible, PowerShell, Bash, etc. Must be able to communicate technical information in clear language understandable to non-technical users. Must have working knowledge of Apache web server. Must be able to use knowledge derived from on the job experience solutions to challenging situations. The systems architect also provides technical assistance to NAD Private Cloud tenants and as well as NAD departments and ministries.

AUTHORITY, ACCOUNTABILITY: Reports to the Associate Director. Work is performed with limited supervision. Work requires the ability to carry out duties and meet deadlines independently while following specific guidelines.

ESSENTIAL JOB FUNCTIONS:

- Work with internal Dev team and external partners in architecting systems and environments for new and existing platforms.
- Manage Systems Design of Linux OS's (Debian & CentOS) as well as Windows Server.
- Works with Sr. Network Administrator for Operations with configuration, implementation, and administration of systems and networks for hosting NAD and other tenants.
- Manage and maintain MySQL (or closely related) database technologies
- Work with internal Dev team and external partners in automating maintenance and support of systems.
- Apply patches and security updates to all Linux operating systems.
- Implement and maintain remote administration protocols using open source and proprietary tools.
- Root cause discovery/analysis in troubleshooting
- Manage orchestration and automation engines such as Ansible and PowerShell.
- Create orchestration and automation scripts and cmdlets.
- Responsible for working with Sr. Network Admin for Operations in designing and maintaining a secure hosting environment.
- Manage NAD's Docker environments.
- Works with Sr. Network Admin for Operations to create and maintain technical standards, guidelines, policies, and documentation for hosting tenants.
- New technology research.
- Will assist, as requested with day-to-day operations and support for tenants
- Assists Sr. Network Admin for Operations in managing and collaborating with contractors to ensure 24x7 support, maintenance, and system design.
- Other responsibilities as assigned by supervisor or department director.

EDUCATION\EXPERIENCE\CREDENTIALS: Bachelor's (BA/BS) degree with courses in computer science preferred. Relevant and successful work experience may be acceptable in lieu of academic requirement. Experience with Systems Administration or Application Management experience preferred. Comprehensive knowledge of microcomputer equipment and software, as well as a broad understanding of hardware, networks, software configuration, and web services, required.

KNOWLEDGE AND SKILL: Must possess the ability to effectively present facts and recommendations in oral and written form. Requires ability to perform systems administrative functions. Must be able to analyze business process and identify alternatives to make them more efficient and secure using technology. Must be able to establish and maintain software related problems. Must have willingness to learn new skills and keep knowledge updated. Must be user friendly, courteous, have good communication skills, and be self-motivated with the ability to complete tasks with little supervision.

If interested in the above position please visit our site [CLICK HERE](#) to complete a NAD Employment Application. Or send email to jobs@nadadventist.org and follow instructions from response email.

Posted:

Date and Time

Wednesday, May 12, 2021 @5:00 p.m.