

IT SYSTEMS ADMINISTRATOR

Midwest Oil & Gas Inc
www.midwestoilgas.com
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Primary objectives

1. To help maintain the Network Management LAN Infrastructure as directed by the Network IT Manager.
2. To assist in ensuring the Integrity of all data
3. To help maintain the LAN computer based Facilities on offshore Jackup Drilling Rigs.
4. To assist with day-to-day training consolidation for all users.
5. To work to an agreed level of Support.
6. To undertake special tasks as required.

Summary of duties and responsibilities

1. To provide Hardware and Software Support for the Company and Sub Contractors.
2. To advise Users on IT related issues.
3. To assist in the backups of servers in accordance with the drafted policies.
4. To perform fault diagnosis and restoration of service.
5. To help maintain the LAN Hardware Inventories.
7. To undertake special tasks as required.

Skills

1. A suitable qualification in the appropriate software/administration discipline.
2. Knowledge of Microsoft Operating Systems and applications.
4. Must have driving license from country of origin (Canada, US)
5. Knowledge of a broad range of related Topics, e.g. Terminals, UPS, cabling.
6. Team Player.
7. Preferably working Experience in the Middle East and Familiarity with Arabic Culture.

Requirements: CCNA, MCSE

Salary and Benefits:

Rotation: **Yes (14 days /14days off)**

Shift: 8 hours shift (Rotation)

Passport Validity: Minimum Two Years - Midwest will arrange for your visa

Salary: \$50,000 for contract (May 2010- Feb2011) plus airfare to Dubai, and retune to your city at the end of the contract.

Accommodation: Provided in Doha (Qatar) and Dubai (UAE)- You will spend 14 days on offshore Jackup drilling Rig, (Time off) one week in Doha, (Time off) one week in Dubai , then next shift 14 days on jackup Rig.

Company Car: Contractor provides company car

Candidates:

No phone call

Please submit only one page resume.

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