

## Abu Dhabi Centre for Technical and Vocation Education and Training (ADVET) Job Opportunity - Senior Windows Systems Administrator

**Required Major:** Bachelor Degree in Information Technology

**Salary:** 26,000-29,000 AED per month

**Benefits:** Education allowance, additional one month basic salary and Medical insurance

**Working hours:** 8:00am – 4:00pm

**Working days:** 5 days, Sunday - Thursday

A Senior Windows Systems Administrator designs new IT solutions to improve business efficiency and productivity. The work might be for ACTVET and its subsidiaries. Analyze business systems needs working with various levels of end-users to create the logical specifications for software/hardware systems that will provide a solution for the needs of moderate to complex business problems. Performs the research necessary to create technical designs and logical functionality which will ensure that business application systems can be effectively developed and implemented to meet actual business needs.

### Experience and competencies required:

- Advance knowledge and experience in Microsoft technology and products
- Advanced Knowledge in MS exchange server
- Good Critical and analyzing skills
- Application development skills

To apply for this vacancy, please send your CV to [Cv@actvet.ac.ae](mailto:Cv@actvet.ac.ae) with your name and Senior Windows Systems Administrator in the subject title.

### **CV Guidelines:**

**Your CV should be limited to TWO pages only**

- **If you need assistance with your CV please contact Andrea Naylor the Career Counselor for an appointment she can help to review and improve your CV to maximize your chances of gaining an interview.**
- **In general, when you communicate via email, you need to put some words/note in your compose page, rather than just attaching the CV without any acknowledgment. You should introduce yourself, explain you wish to apply for the vacancy and indicate when you would be available for interview. Ensure you end your e mail in a positive and professional manner otherwise your application may be rejected.**
- **Save your CV as a .doc file, not a pdf or .docx, or any other type. Do not use tables or other complicated formatting in your CV, it makes it too difficult to amend later. Make sure your CV has no spelling errors, missing information, or other problems.**