

CNSOPB



CANADA-NOVA SCOTIA OFFSHORE PETROLEUM BOARD

The Canada-Nova Scotia Offshore Petroleum Board (CNSOPB) is located in Halifax, Nova Scotia, and is the independent joint agency of the Governments of Canada and Nova Scotia responsible for the regulation of petroleum activities in the Nova Scotia Offshore Area.

Information Technology Technician

Reporting to the Manager, Information Services, the Information Technology Technician is responsible for supporting and maintaining the CNSOPB's Information Technology Systems.

The responsibilities include:

- Support and Administration of 14 Windows Servers hosted on VMware/vSphere Datacenter.
- Administer and support VoIP communications, Cisco Communication Manager, and IP Communicator software
- Administer and support wireless communication services for RIM Blackberry devices
- Design and support corporate and department databases using MS Access, SQL, SharePoint, and .net
- Provide hardware/software support for all laptops and desktops
- Responsible for website and intranet edits

The successful candidate will possess the following qualifications and technical competencies:

- University Degree, College Diploma or Certificate
- Minimum of three years relevant experience
- Network Administration
- Windows XP, 7, 2003, 2008
- Microsoft Exchange 2003/2010, Office Suites 2003/2007/2010
- Adobe CS5 (Dreamweaver, Acrobat, LiveCycle Designer, Photoshop)
- HTML, PHP, Web tools
- VMware, Vsphere 4.0-4.1
- Blackberry Server 4/5 and Blackberry Desktop Manager
- Strong problem solving and organizational skills
- Excellent verbal and written communication skills

Compensation: Commensurate with qualifications

Applications will be marked confidential and must be submitted to:

Tara Jennings
Human Resources Generalist
Canada-Nova Scotia Offshore Petroleum Board
18th Floor, 1791 Barrington Street
Halifax, Nova Scotia B3J 3K9

Telephone: (902) 496-3201
Facsimile: (902) 422-1799
Email: tjennings@cnsopb.ns.ca
URL: www.cnsopb.ns.ca

Submit applications by: 4:00 pm (AST) Friday January 20, 2012

The CNSOPB thanks all applicants for their interest; however, only those applicants selected for an interview will be contacted.