



Ta'an Kwäch'än Council

Employment Opportunity

Systems Administrator

Term: Full-time until June 22, 2026, possibility of extension

Salary: TKC Wage scale 7, \$45.79/hour based on 35 hours per week

\$83,314.42 per annum

Closing Date: February 6, 2026

Job Summary:

Reporting to the TKC Operations Manager the incumbent is responsible for maintaining a “state of the art” IT Network and comprehensive and secure digital management services for TKC, incorporating lifecycle management and documenting all performance, within approved budget parameters and where providers of hardware, software, and network technology are required to facilitate this, will ensure their appropriate contracting and coordination.

The position assists staff with technical support of desktop computers, laptops, printers, copiers, phones and mobile phones, voice and wireless communications systems, applications, and related technology. Support includes specification analysis, installation, and testing of hardware systems and peripherals within established standards and guidelines. Also required is interaction/testing of application software and operating systems to diagnose common industry issues and as well resolve unique, non-recurring problems.

Required Qualifications Education and Experience (what we look for on your resume):

- Post-secondary education in Computer Science or related discipline from a recognized institution or equivalent combination of technical education, training, and experience
- Microsoft Tech course (s) certification
- Windows client operating systems experience
- Minimum 5 years of computer and network administration
- Minimum 5 years' experience setting up & monitoring local and wide area networks, cabling infrastructure, routing and switching.

Required knowledge and skills (what we will assess):

- Organizational and time management skills
- Ability to manage stress and work flexible hours
- Ability to work as part of a team
- Operating systems management, Hardware deployment, Database management, Network configuration

- Ability to communicate effectively and concisely, both orally and in writing
- Analytical abilities
- Project management skills
- Able to think creatively to fix technological issues
- Ability to meet critical deadlines with minimal supervision
- Ability to prepare documentation accurately from verbal and written instruction
- Ability to interpret and comply with policies, legislation, and standard regulations/procedures as they relate to the position.
- Strong communication skills and documentation skills.

Conditions of Employment: Oath of allegiance and secrecy,

- Conflict of interest declaration,
- Valid drivers' license
- Security Clearance
- Ability to lift at least 50 lbs.

As per the TKC Policy, preference will be given to those qualified TKC Citizens who self-identify in their cover letter/resume, although we encourage all who may be qualified to apply.

We thank all those who apply, however, only those selected for further consideration will be contacted.

All submissions to: humanresources@taan.ca

Follow the link on the TKC website for a complete job description.