IT Cloud Administrator

Founded in 1995, The Egmont Group is a united body of 166 Financial Intelligence Units (FIUs). The Egmont Group provides a platform for the secure exchange of expertise and financial intelligence to combat money laundering and terrorist financing (ML/TF). This is especially relevant as FIUs are uniquely positioned to cooperate and support national and international efforts to counter terrorist financing and are the trusted gateway for sharing financial information domestically and internationally in accordance with global anti-money laundering and counter-financing of terrorism (AML/CFT) standards.

The **Egmont Group Secretariat (EGS)** provides strategic, technical, and administrative support to the Heads of FIU, Egmont Committee, Working Groups, and Regional Groups, and assists to manage the content on the Egmont Secure Web. The EGS is headed by the Executive Secretary whose appointment is endorsed by the HoFIU, and reports directly to the Chair of the Egmont Group. The EGS was established in July 2007 and is based in Canada.

The incumbent will support the Egmont Group IT (information technology) Renewal project and will maintain the day-to-day IT operations of the EGS.

If you are a dynamic person who enjoys working in a diverse team, and has strong IT and information management skills, this opportunity will be of interest to you.

The Ideal Candidate:

- Innovative and collaborative individual with a security mindset
- Passionate about cloud-based computing and information management
- Strong interpersonal and relationship building skills
- Has a desire for knowledge and ongoing professional development within the IT Industry, specifically cloud-based environment
- Able to adapt easily to changing priorities
- Able to work under pressure
- Committed to achieving concrete and tangible results

Main Roles and Responsibilities:

- Plan, implement, maintain, and progress solutions in a Microsoft 365 / Azure infrastructure while ensuring the cloud network is secure, and responsive to user demands.
- Build and lead a decentralized support team and provide 3rd level support.

- Build and configure web services and cloud-based applications while managing cloud environments in accordance company's security needs.
- Create and automate cloud-based platforms.
- Remain current with industry trends, making recommendations as needed to help the organization innovate and excel.
- Maintain and progress policies and troubleshoot for system users.
- Administer and audit a zero trust-based cloud infrastructure and manage the implementation and operation of cloud applications.

Key Competencies and Experience:

The successful candidate will possess:

- A bachelor's degree in Information Technology, Computer Engineering, Computer Science, or a related discipline (essential). A Master's degree in the listed disciplines would be considered an asset.
- Significant experience* in IT Consultancy, Administration of Cloud Based Systems and Infrastructure. (essential)
- Significant experience* with cloud-based services, preferably Azure. (essential)
- Experience working with Microsoft 365, Exchange, SharePoint, Teams, Key Vault and Azure. (essential)
- Experience with open-source technology and system engineering. (essential)
- Knowledge of web services, API, REST and RPC. (essential)
- Experience with conditional access and IAM processes. (essential)
- Knowledge in developing solutions using languages such as Java, Python, ASP.NET, or Ruby.
- Experience in a Security Officer role or related position. (asset)

** Significant refers to the breadth, depth and complexity of responsibilities normally associated with having performed such activities for a minimum of 5 years.*

Knowledge, Skills, and Abilities:

- Excellent knowledge of Microsoft server and client systems and applications (Microsoft Certified System Engineer preferred or working towards designation).
- Experience managing a team, multiple competing projects and departmental budget
- Extensive knowledge of secure cloud computing and infrastructure.
- Extensive knowledge of system vulnerabilities and security issues.
- Extensive knowledge and understanding of other cloud, server and client systems is regarded as an asset.
- Excellent communication and organizational skills, and the ability to stay focused on completing tasks and meeting goals.

Operations Requirements:

- Willingness and ability to respond to help desk requests after hours on a limited basis.

Assets and other requirements:

- Familiarity and experience with government or non-profit industry.
- The IT Cloud Administrator could be asked to travel to international/local conferences. You must have a valid passport and comply with vaccination protocols to travel internationally at any time.
- In accordance with the EGS vaccination policy, the successful candidate must be fully vaccinated against COVID-19.

The Perks:

- The EGS is an international collaborative team. Our workforce is dynamic, and you will have the opportunity to work with a unique group.
- The EGS operates in a hybrid work environment and is in Ottawa, Canada.
- A comprehensive health and dental plan.
- Generous annual leave plan
- A competitive compensation with annual pension contributions
- Annual Salary ranges from $100,000 – $125,000 CAD

How to Apply:

Interested candidates should submit their application including a resume and cover letter via our website under the career section by January 17, 2023

The Egmont Group is committed to employment and pay equity within its staff. Applications are encouraged from equity groups including individuals of Indigenous descent, racialized individuals, individuals with disabilities, and LGBTQ+ persons. We also provide accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources.