



JOB DESCRIPTION

Position Title:	IT Sr. Network Administrator	Position Type:	Exempt
Department/Group:	Information Technology	Location:	Dallas, TX
Reports To:	Director, IT Infrastructure	Direct Reports:	0
Company Description			
<p>Kosmos Energy is a well-capitalized, pure play deepwater oil and gas company with growing production, a pipeline of development opportunities, and a balanced exploration portfolio along the Atlantic Margins.</p> <p>We have production assets offshore Ghana, Equatorial Guinea, and in the Gulf of Mexico, a competitively positioned natural gas project in Mauritania and Senegal, and a sustainable exploration program balanced between proven basins (Equatorial Guinea and Gulf of Mexico), emerging basins (Mauritania, Senegal and Suriname) and frontier basins (Cote d'Ivoire, Sao Tome and Principe and Namibia).</p> <p>As an ethical and transparent company, Kosmos is committed to doing things the right way. The company's Business Principles articulate our commitment to transparency, ethics, human rights, safety, and the environment. Read more about this commitment in our Corporate Responsibility Report. For additional information, visit www.kosmosenergy.com.</p>			
Basic Function			
<p>As a Sr. Network Administrator, the job entails supporting and administrating the network and IT infrastructure. The primary goal of the position is to provide maximum availability, performance and smooth operation of the voice and data networks. The position will be responsible for the installing, maintaining and supporting LAN, WAN and VoIP infrastructures throughout the company.</p>			
Essential Responsibilities and Job Duties			
<ul style="list-style-type: none"> • Experienced supporting LAN/WAN infrastructure for US and international-based operations • Building / install network appliances • Network patch / software support • Experienced with Cisco networking equipment and software • ASA Firewall – 5500 series • Routers – 2800 series • Switches – Catalyst 6500 series, Cisco Nexus 9300 series • Wireless – Aruba 8.x • DMZ, VLAN and specialty connections administration • VPN / RPC-HTTPS configuration support • Active Directory & Group Policy configuration / administration • VoIP phones – Avaya system • Configuration and administration of Internet filtering appliance – Bluecoat cloud • Strong technical writing / documentation skills for networking infrastructure 			



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- Microsoft-centric environment (2019 Server & Win10 Desktop)
- Help Desk/Change Request configuration management
- General scripting skills for command line executions
- Secure MSSQL access
- Security and Authentication systems
- Intrusion detection & monitoring systems
- Citrix "Virtualization" – XenDesktop
- Understanding of MS O365 environment

Additional Preferred Job Duties

- "Campus" communication systems – VSAT and Microwave
- Video conferencing systems (Cisco MX / DX, Tandberg / Polycom)
- Virtual infrastructures – VMware
- Email filtering administration
- Anti-virus / SEP
- Whole-disk encryption
- SAN devices
- Desktop / patch management distribution software
- Mobile communication systems
- iPhones / MaaS360
- Satellite phones
- Handle other projects, duties and responsibilities as assigned.

Qualifications and Education Requirements

- 5 – 8 years' experience as a Sr. Network Administrator
- Associates degree, equivalent, or higher, preferred
- Certifications (CCNA) preferred
- Excellent written and verbal communication skills
- Oil and Gas exploration industry experience preferred but not required
- Original, creative thinker with the ability to formulate and express a contrarian viewpoint
- Able to work in a fast-paced environment

Attributes

- Strong organizational and prioritization skills, with ability to handle multiple initiatives simultaneously.
- Exceptional productivity skills. Can be relied on to get the job done accurately and on time.



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- Must have a strong work ethic, and a reputation for the highest degree of integrity and mature business judgment.
- Thrives in an entrepreneurial environment. Must be an energetic self-starter with a passion for their work. An engaged, “hands on” team player.
- High achiever. Highly motivated and relish the challenge at hand.
- Someone who readily generates ideas; shows creativity and ingenuity and provides solutions.
- Has little need for close management supervision and direction and is comfortable and effective in an informal operating environment.
- Ability to ensure Strong sensitivity to confidential matters.
- Must be able to work with diverse employees, partners and governments from all parts of the world.

Travel Requirements

Position requires approximately 20% - 30% travel, domestic and international.

Physical Requirements and Working Conditions

Must possess mobility to work in a standard office setting and to use standard office equipment (computer, printer, copier, etc.) stamina to maintain attention to detail despite interruptions, strength to lift and carry files weighing up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	