



JOB DESCRIPTION

Position Title:	IT Network Administrator	Position Type:	Exempt
Department/Group:	Information Technology	Location:	Dallas, TX
Reports To:	Director, IT Infrastructure	Direct Reports:	0

Company Description

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.

Our key assets include production offshore Ghana, Equatorial Guinea and U.S. Gulf of Mexico, as well as a world-class gas development offshore Mauritania and Senegal. We also maintain a sustainable proven basin exploration program in Equatorial Guinea, Ghana and U.S. Gulf of Mexico. Kosmos is listed on the New York Stock Exchange and London Stock Exchange and is traded under the ticker symbol KOS.

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.

Basic Function

As a 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. This person should also be able to execute with a high degree of success in integrating and/or resolving issues with network, VPN, firewall, Windows Servers/VMs and cloud services.

Essential Responsibilities and Job Duties

- Experienced supporting LAN/WAN infrastructure for US and international-based operations
- Experience in Azure/AWS Networking and Systems/Environment management
- Experience with SD-WAN technologies
- Building / install network appliances (On-Prem & Cloud)
- Network patch / software support
- Experienced with Cisco and Palo Alto networking equipment and software
- Cisco Meraki and ASA Firewalls
- Routers and Switches – Catalyst and Cisco Nexus 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



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- Strong technical writing / documentation skills for networking infrastructure
- Microsoft-centric environment (2019 Server, Win10 & Win11 Desktops)
- General scripting skills for command line executions
- Security and Authentication systems
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- Citrix "Virtualization" – XenDesktop
- Understanding of MS O365 environment

Additional Preferred Job Duties

- "Campus" communication systems – VSAT and Microwave
- SIEM Management
- Network Vulnerability and Incident management
- Intrusion detection & monitoring systems
- Active Directory & Group Policy configuration / administration
- Video conferencing systems (Cisco MX / DX, WebEx, Tandberg / Polycom)
- Virtual infrastructures – VMware
- Email filtering administration
- Anti-virus (Symantec / SEP, Blackberry / Cylance, Microsoft / Defender)
- Handle other projects, duties and responsibilities as assigned.

Qualifications and Education Requirements

- 5+ years' experience as a 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

- Must have strong interpersonal skills, able to work with diverse employees, partners
- 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.
- Must have a strong work ethic, and a reputation for the highest degree of integrity and mature business judgment.



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- 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 have strong interpersonal skills and be able to work with diverse employees, partners and governments from all parts of the world.


Travel Requirements

Position requires approximately 5% - 10% 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

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.

Reviewed By:	Bobby L. Lewis	Date:	February 16, 2023 
Approved By:		Date:	
Last Updated By:		Date/Time:	