

## SharePoint Operations/Basic Records Management #3859

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Company: GovCIO

Location: Qatar

Category: computer-and-mathematical

### Overview

GovCIO is currently hiring for SharePoint Operations/Base Records Management. This position will be located in Qatar and will be an onsite position.

### Responsibilities

Provide SharePoint operation and other web technology support. The contractor shall:

Administer, operate, maintain and sustain AFCENT SharePoint and other web technologies for standardized layout development, accessibility, and security;

Ensure information is cleared by the local Public Affairs office prior to publishing;

Ensure pages are not programmed with other languages without written approval from the AFCENT Network Operations and Security Center (NOSC);

Provide training to local end users, site owners, and knowledge managers (KM);

Ensure web technologies are IAW AFCENT Web Standardization Concept of Operations and Special Instructions to Communicators (SPIN-C);

Coordinate with the NOSC to maintain the integrity of enterprise applications;

During troop rotation, update pages with new Points of Contact (POCs) within the first two weeks of the active duty POC's rotation;

Update web pages within 72 hours of receiving an update request;

Coordinate squadron update requests with site owners;

Attend and participate in NOSC-directed meetings and conferences.

Provide base records management support. The contractor shall:

Augment the Base Record Manager, Base Publication Manager, and the Base Privacy Manager;

Perform maintenance and management of physical records, electronic records, publications, and SharePoint;

Serve as the record custodian and provide continuity between active duty member rotations.

### **Qualifications**

High School with 3 - 6 years (or commensurate experience)

Clearance Required:Secret

Required Skills and Experience:

IAT-II

Microsoft-Certified Technology specialist-SharePoint and SharePoint Server; AND

- Microsoft-Certified Information Technology-SharePoint Administrator; AND

Associate level experience in: design, maintenance, and operation of medium to large SharePoint Farm; understanding SharePoint infrastructure and administering other supported technology; creating custom work flows; business process analysis and understanding of user and functional requirement; business process mapping; system implementation (e.g., conceptual and detailed design, configuration, requirements process analysis, and testing; reviewing and recommending software applications as well as identifying hardware salient characteristics and any add-on devices; systems management, monitoring, and sustainment; hardware repair for servers, PCs, peripheral equipment; software installation, maintenance, and sustainment

- Associate level of experience in: Microsoft Office SharePoint Server 2013 or later; SharePoint Designer 2013 or later; Microsoft SQL Server 2012 or later; Microsoft Customer Relationship Management; Microsoft Active Directory Federated Service; Microsoft Enterprise Server 2012 or later; Microsoft Windows Operating Systems; Microsoft Active Directory; Collaboration, portals,

enterprise search, enterprise content management, business data catalog, shared services provider; Creating/assembling custom web parts, specifically for enterprise search functionality and web part user interface elements customizations; SharePoint templates, application templates, master pages, and role-based templates, custom handlers; STSDEV with Visual Studio 2015 Enterprise or later; XML, AJAX, web services, and XSLT; NET framework, to include .NET 2.0, 3.0, and 3.5; and creating custom controls in .NET and deploying them in SharePoint 2013 or later

- Associate level of experience in analyzing and troubleshooting military networks as specified in the TO

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