

Assistant Director IT Network Infrastructure

Job Description and Eligibility Criteria

Position Name: Assistant Director IT Network Infrastructure

Position Grade: NPG-5

Directorate: Energy Information and Futuristic

Location: Islamabad

Key Responsibilities

- To Support the Director in managing different activities relating to IT network & systems administration, ensuring its availability, security, maintenance, troubleshooting, up-gradation-installing & configuring, and providing technical support to NEECA.
- To provide inputs for initiating and supervising different activities relating to planning, designing, leading, and managing development and implementation of Enterprise wide information management systems.
- Support in gathering data pertaining / user requirements relevant to customer needs, and use the information to identify, predict, interpret, evaluate system and network requirements to design network and systems administration.
- Support in designing, developing and troubleshooting of Local Area Network, Wide Area Network and Internet systems installation, configuration and their maintenances. Perform monitoring of NEECA's intranet and internet network to ensure availability to all users and to provide necessary support and maintenance.
- Support in providing assistance/performing in network modeling, analysis, planning, and coordination between network and data communications hardware and software. Responsible for ensuring IT infrastructure is equipped with efficient hardware and relevant software technology(ies)
- Support in maintaining and administering computer networks and related computing environments including computer hardware, systems software, applications software, and all configurations, ensure accessibility for all users to network is in line with the approved policy.
- Support in operating master network consoles / network servers, firewall, network switches, wireless Access points, operation centers in order to monitor the performance of computer systems and networks, and to coordinate computer network access and use.
- To provide inputs and recommend changes to improve systems and network configurations, and determine hardware or software requirements related to such changes.
- Support in researching new technology, and implement it or recommend its implementation. Responsible for designing, configuring, and testing computer hardware, networking software and operating system softwares before installation on user side.
- Responsible for diagnosing, troubleshooting, and resolving hardware, software, or other network and system problems, and take necessary action to address the issues.
- Support in management and configuration of Virtual Machines, including clustering and load balancing, troubleshoot and resolve issues related to AWS / Azure infrastructure (cloud resources)
- Support in performing data backups by arranging backups of data for all users on periodical basis; and to perform disaster recovery operations.
- Support in writing and coding logical and physical database descriptions for storing data, data parameters, specifications and specifying identifiers of database for management system, or direct others in coding descriptions.
- To undertake activities relating to installing, configuring, troubleshooting, and maintaining database systems and middleware applications.
- Support in developing standards and guidelines to guide the user regarding different policies and procedures for using database system.

- Support in undertaking different activities relating to database maintenance such as database tuning, cleaning, merging, verification & validation, etc.
- Support in defining database physical structure and functional capabilities, and design & documentation of database architecture. Specify users, privileges and user access levels for each segment of database.
- Support in preparing Request for Proposal (RFP) documenting the work required to be done under the Division's scope of work with clearly defined budget, phases, deliverables, timelines, methodology, etc. Prepare supporting material such as evaluation criteria, advertisement, etc., as per applicable rules / procedures / PPRA, etc.
- Any other relevant duties and tasks as assigned.

Qualification and Experience

- Bachelor Degree (in Computer Engineering or any related discipline from HEC recognized university).
- Minimum 03 years of post-qualification recognized and verifiable experience in the relevant field.
- Maximum age of the candidate should not be more than 35 years on the date of advertisement of this position.
