**CECOS UNIVERSITY JOB DESCRIPTION**

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| Position Title  | Network Administrator  |
| Department  | IT |
| Reporting To  | Manager IT |

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| **POSITION DESCRIPTION**  |
| The candidate will be required to maintain a reliable, secure and efficient data communications network. The ideal candidate will be able to deploy, configure, maintain and monitor all active network equipment in order to ensure smooth network operation. S/he will be planning, developing, installing, configuring, maintaining, supporting, and optimizing all network hardware, software, and communication links. S/he will also analyze and resolve end user hardware and software computer problems in a timely and accurate fashion, and provide end user training where required. |

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| **Required Qualification, Experience and Skills**  |
| **Qualifications and Skills Required** | Bachelors in Computer Science or Information Technology (four years) from HEC recognized University /Institution as well as Cisco Certified Network Associate (CCNA) |
| **Minimum Field of** **Expertise**  | Two years of relevant experience |

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| **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**  |
| *S#*  | *Competency*  | *Criticality (High / Low / Medium)*  |
| **1.**  | Knowledge of best practices around management, control, and monitoring of server infrastructure | High  |
| **2.**  | Experience with firewalls, Internet VPN’s remote implementation, troubleshooting, and problem resolution is desired | Medium |
| **3.** | Ability to set up and configure server hardware | Medium |
| **4.** | Familiarity with backup and recovery software and methodologies | Medium |

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| **DUTIES AND RESPONSIBILITIES** |
| * Responsible for the development and maintenance of a reliable, secure and efficient data communication network. He must ensure network security and connectivity in Offices, Labs, and Classrooms.
* Deploy, configure, maintain and monitor all network equipment in order to ensure smooth and reliable network operation.
* Running regular checks on the network and equipment in Offices, Labs, and Classrooms (including multimedia) in order to identify and solve problems, if there is any.
* Monitor, review, recommend and implement network and IT policies and procedures
* Maintaining existing software required in offices and computer labs as per the requirement of various departments.
* Identifying and acting on opportunities to improve and update software and systems in Offices, Labs, and Classrooms
* Install and integrate new server hardware and applications as & when required.
* Resolve problems (related to the above-stated points) reported by end users.
* Running and sharing regular operation system reports with senior staff including system updates, upgrades, migrations and outages
* Providing direction to Assistant Network Administrator & Lab Assistants
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| **Any other** |