Shaheed Zulfikar Ali Bhutto Institute of Science & Technology

JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE	DEPARTMENT
Network Administrator	IT Networking

POSITION REPORTS TO
Senior System Administrator

POSITION IS REPORTED BY
N/A

MAJOR JOB RESPONSIBILITIES

1. Setups sound system for conferences and seminars.

2. Manages routing and remote accesses.

3. Locates, isolates and rectifies system and network problems upon occurrence.

4. Provides support to all recording and transmission, related issues of ZABFM.

5. Provides support to all network and IT related issues, regular server backups and monitoring.

6. Supports servers' installation and administration.

7. Monitors LAN and WAN in all buildings.

8. Assists Staff/Faculty and Head Office in technical support.

PERSON SPECIFICATION

(1) **Academic Qualification Required**
Master's degree (major in CS/IT).
Cisco certification is desirable

(2) **Specific Job-related Skills Required**
1. Analytical
2. Problem-solving strategies

(3) **Specific Job-related Traits & Behaviours Required**
1. Attendance
2. Intelligence and mental alertness
3. Team Player
4. Policy and Procedure Compliance
5. Work interest, devotion and commitment
6. Ability to Plan, Organize and Supervise jobs

(4) Experience Required

At least 3 years of experience in the relevant field.