

## Network Systems Analyst (Computer Systems Analyst)

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Company: Pakistan Centre for Philanthropy

Location: Islamabad

Category: other-general

### Network Systems Analyst (Computer Systems Analyst)

U.S. Mission Pakistan is seeking applications from qualified individuals for the Network Systems Analyst (Computer Systems Analyst) position in U.S. Embassy, Islamabad.

**Duties** Basic Function of the Position – The incumbent is responsible for the administration, maintenance & development of the State's SBU Local Area Network (LAN), Overseas Dedicated Internet Network (DIN) or Non-Enterprise Network (NEN) LAN, enterprise Wi-Fi network as well as all associated data communications circuits. The incumbent will be the GTM for the Internet circuit contract(s) with multiple Internet Service Providers for Big-Fat-Pipe. The incumbent is responsible for all areas within the ISC that a typical CMA would cover with an additional and special emphasis on network infrastructure, engineering, and administration. This includes installing and configuring network hardware, computer equipment and software; user management, system security integrity; access control; virus control; troubleshooting network problems; end-user support; monitoring system availability and performance; administrative support and end-user training. Additionally, the incumbent is responsible for providing advice and any other support necessary to assist the users in operating and improving the personal computer systems used by their office and provide technical support to all other agencies and posts in Pakistan. The incumbent will be responsible for keeping secure, consistent and available the different networks (OpenNet+ and the Internet-only LAN) and all related components, composed of over fifteen servers, over 150 network switches/routers and over 2000 network devices/nodes in support of all ICASS subscribers and serviced agencies. Manages the audio-visual requirements for ISC.

Providing audio visual assistance for Embassy internal events, performing the needs assessment, installation, and event support.

#### Qualifications and Evaluations

Requirements:EXPERIENCE: Minimum five (5) years of work experience in a related computer field with emphasis on Networks, Customer Services, Electronic Data Processing, application development and web-based technologies is required.

Please upload all professional and job-related experience certificates/letters of all previous work experiences and any proof of current employment (last drawn salary slip along with appointment letter/offer letter etc. that clearly indicates employment dates) as a single attachment using tab Other Document 2.

JOB KNOWLEDGE: The incumbent should have an expert knowledge of the Government of Pakistan (GOP) rules and regulations regarding Telecommunication, Internet, and storage. Must possess good knowledge of principles, techniques, methodologies involving computer systems analysis, computer systems operations and their applications, management, and related aspects of telecommunications: hardware and software technology; and their application to operations. Should possess comprehensive knowledge of programs, projects and organizations supported to ensure adequacy of support, and to resolve operational problems of such supported organizations (e.g. approaching Pakistan Telecommunication Authority (PTA) for IP whitelisting and VPN registration. The packages and services provided by all Internet Service Providers (ISPs) in town, which enable us to get leverage of those programs and offers). The incumbent should have knowledge of the principles of personnel and resource management to be able to administer those resources.

Education Requirements:Completion of University degree (16 years of education) in Information Management, Information Technology, Networking, Computer Science or Software/Computer Engineering is required. Successful certification in at least one of the following: CompTIA Network+, Security+, A+, MCP, MCSA, MCSE, MCDBA, CCNA, CCNP is also required.

Please upload all education certificates i.e. academic degree(s)/transcript(s)/diploma(s)/detailed mark sheet/school leaving certificate and/or any other document related to the education as a single attachment using tab Other Document

Evaluations:LANGUAGE: Level IV (fluent) Reading/Writing/Speaking in English and Urdu is required. English language skills may be tested.

Please enter all the required languages with the appropriate level of Reading/Writing/Speaking you have.

**SKILLS AND ABILITIES:** The job holder should have skills of Network Management. Should have ability to operate Microsoft Windows Server 2016/2019, SharePoint O365, Web based design and development, Multimedia applications and Virtual Conferencing systems. The incumbent must have ability to possess the analytical Skills that include Systems Thinking, Organizational Knowledge Problem Identification, and Problem Analyzing and Solving. Ability to discuss complex concepts with line managers, users, vendors and other personnel and to relate requirements to system capabilities; ability to effectively deal with competing user requirements and to negotiate acceptable solutions; ability to conceptualize objectives of assignments and to translate objectives into concrete plans. Should be able to persuasively present solutions and recommendations before top management relative to objective required finding or program. Skills and abilities may be tested.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO):**The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

**Qualifications:**All applicants under consideration will be required to pass medical and security certifications.#J-18808-Ljbfrr

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