



SAARC ENERGY CENTRE

697, Street 43, E-11/4 (NPF), Islamabad
Phone: +92-51-2228802 - 4, Fax: +92-51-2221937

POSITION-: COMPUTER OPERATION OFFICER

Job Responsibilities

- a. Maintenance of IT infrastructure.
- b. Provide effective electronic communication by maintenance of Web Mail Server for LAN/WAN connectivity.
- c. Management, maintenance and troubleshooting of all LAN workstations.
- d. Maintenance of the Network Systems and security parameters through reliable security and antivirus software.
- e. Maintenance of SEC data backup and recovery solution effectively.
- f. Upgrade SEC's IT infrastructure by Life-cycle replacements for hardware and software.
- g. Maintenance of SEC website and Data Portal.
- h. Keep updated information available for public consumption by maintaining SEC's Website.
- i. Facilitate uninterrupted voice communication by maintaining PABX System.
- j. Facilitate uninterrupted printing and copying facility by maintaining Printers and Photocopiers.
- k. Facilitate uninterrupted power solution by maintaining UPS.
- l. Users IT and communication related problems resolution by help desk.
- m. Maintenance of Help Desk logs.
- n. Arrangement of Meetings with respect to IT requirements.
- o. Maintenance and management of Inventory of equipment.
- p. Maintain production room and ensure proper working of its equipment's etc.
- q. Any other assignment(s) delegated by Director.

QUALIFICATION AND EXPERIENCE:

- a. BS(CS) /BS (IT) / MIT / MCS/MS(IT) from a reputed and accredited local/foreign university CGPA 2.4/4.0 or CGPA 3.5/5.0 or equivalent marks percentage under semester/annual system with no third division in the academic career.
- b. Minimum 5 years post qualification experience in troubleshooting of both hardware /software issues, should be well versed with Microsoft products such as, Server and Client-server operating systems, office applications, exchange server.
- c. Maximum age limit is 35 Years.
- d. Knowledge and experience in web designing and Computer Software such as Corel Draw, MS Office, Adobe Photoshop and Network related software's,



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DUTY STATION:

The selected candidate will be stationed in Islamabad, Pakistan.

SALARY, ALLOWANCES AND BENEFITS:

- a. Basic Salary: US\$ 185/- per month
- b. House Rent Allowance: 50% of Basic Salary per month
- c. Conveyance Allowance: US\$ 40 per month
- d. Medical Allowance: US\$ 40 per month
- e. Festival Allowance: Equivalent to one months' basic salary per annum
- f. Leave Encashment: 30 days per annum
- g. Children Education Allowance: GSS shall be entitled to reimbursement of 90% of School Tuition Fees including Admission, Registration and other Compulsory charges subject to an annual ceiling of US \$ 500 per child equivalent in local currency for a maximum of two children up to Grade XII/ A-Level. The minimum age of school going children for payment of this allowance will be 4 (four) years.
- h. Annual Increment: USD 6 per annum