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| **Job Title** | **IT & Network specialist.** |
| **Department/section** | **IT Department.** |

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| **Reporting Structure** |
| **Reports to** IT Manager, Project Manager. |
| **Reporters on** Servers, PCs, Network Devices, Cameras, GPS, System, Backup Plans |
| **Job Summary** |
| Install and maintain (LAN, WAN, hardware, Software technologies and Other communication equipment). |

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| **Duties & Responsibilities** |
| * Applies network administration and application administration. * Monitors security & backs up procedure for all IT users. * Updates & maintains server. * Manages and applies security policies for all company. * Creates E-mail addresses, users and access management. * Installs and provides employees with computers & laptops. * Performs schedule backup of data on server. * Installs new servers. * Responds and resolves technical Support requests for users via E-mail or phone. * Keeps inventory records for all IT system and updates them. * Keeps records for all IT vendors and different IT PO & contracts. * Keeps records & monitors training plan for users & Technical staff. * Maintains current knowledge of the profession through written papers, presentation. * Creates and works instruction for IT activities. * Assists in the installation of network equipments. * Assists in evaluating, planning and determining new projects. * Plans the hardware procurement process. * Performs any other duties as assigned. |
| **Job Specifications** (Credentials and Education) |
| * Bachelor’s Degree in Computer Science or related field. * Good command of English Language. * Ability to configure and troubleshoot window XP, Vista, 2004 server. * Skilled in active directory, TCP/IP, DHCP, DNS, server hardware & Network, troubleshoot, MS project, sharepoint portal, SQL, ISA, Exchange & Linux. * Ability to meet deadlines and manage stress effectively in high-pressure situations. * Five years experience, two years in the same position. |
| **Work conditions** |
| * Working conditions are normal for an office environment. * Under call 24 hours * Air conditioned office |

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| **prepared by** |  | |
| **Date :** |  | |

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| **Date :** |  | |

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| **Last Updated date :** |  |

**Job Holder Name: ………………....………… .**

**Signatur: ………………....………… .**

**Date: / / .**