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| **Control No.:** | | | | | | | | | | | | | |  | |
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| Job Title | | : | Network Administrator | | | | | | Employment Status :   * Term-based * Probationary * Regular * OJT | | | | | | |
| Group / Area | | : | Operations and Maintenance | | | | | |
| Reports To | | : | Mr. Teodoro Bagtas | | | | | |
| Date Hired | | : | January 28, 2019 | | | | | |
| **DUTIES AND RESPONSIBILITIES** | | | | | | | | | | | | | | | |
| * Primarily responsible Support, Management, Administration, Project Support of Network Infrastructure. * Must have expertise in network hardware and software implementation and maintenance. * Must have strong working technical knowledge on VPN/Internet technologies, Cisco devices, Cisco IP Telephony, routing protocols (OSPF and BGP) and LAN/WAN protocols analysis and Cisco works. * Must have knowledge in TCP/IP and LAN/WAN protocol theories and standards. * Must have adequate knowledge and skills in the Internet (IP) environment-large scale enterprise or ISP. * Must have knowledge/experience on the following NMS/performance management technologies/tools/platforms such as: MRTG/SNPMC, AAA(RADIUS/TACACS+), NMS (HP Openview, Ciscoworks), Performance Management Systems (InfoVista, BMC, Patrol). * Knowledgeable or experienced on Network Applications and Services such as: Email, Web/Portal, GSM-GPRS/WAP, SMS, 3G, VoIP, IP Multicast/Video Streaming. * Must have some experience/skills in technical document writing and reporting (projects and operational processes). * Must have knowledge on Network IP addressing-sub-netting and management. * Must have knowledge on advanced routing configuration (I.e. EIGRP, OSPF, IS-IS, BGP and MPLS). * Must have at least minimum four (2-5) years hands on experience on Network Infrastructure support role. | | | | | | | | | | | | | | | |
| **MINIMUM QUALIFICATION** | | | | | | | | | | | | | | | |
| Education | | | | : | IT, Computer Engineer or Computer Science Graduate or related field | | | | | | | | | | |
| Training and Experience | | | | : | With 2 years working experience in the related field. | | | | | | | | | | |
| Skills and Attitude | | | | : | With Management skills like Leadership, Planning, Accountability. Organization skills - Project management, Time management and Work prioritization | | | | | | | | | | |
| Prepared by: | | | | | | | Reviewed by: | | | | | Approved by: | | | |
|  |  | | | | |  |  |  | | |  |  |  | |  |
|  | HR In-Charge | | | | |  |  | Immediate Superior | | |  |  | President | |  |
| **ACKNOWLEDGEMENT** | | | | | | | | | | | | | | | |
| I hereby acknowledged receiving a copy of my job description and I fully understand the responsibilities entrusted and I shall efficiently perform these duties to the best of my abilities. | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | Received by: | | | | | |
|  | **Wilhelm Mark Lingat Besa** | | | |  |
|  | Printed Name and Signature | | | |  |
| Date: | | | | | |