MOJAZFOUNDATION

VACANCYANNOUNCEMENT

MOJAZ Foundation envisions sustainable economic development by creating opportunities for poor people to escape out of poverty and improve their lives. MOJAZ Foundation is working across Punjab, Khyber Pakhtoonkhwa & Sindh to provide financial services, improve livelihoods, humanitarian assistance and social sector services. Presently, we are seeking applications from committed and energetic individuals for the following position based at Narowal.

Program Assistant -IT:

Number of Post: 01

Duty Station: District Narowal

Reporting Line: Program Manager-IT

Job Status: Permanent

Responsibilities and Tasks:

Troubleshooting:

- Help IT department to facilitate and support the standard IT services and applications
- Troubleshoot requests related to IT hardware and software issues Record all troubleshooting requests recorded on a daily basis
- Remain strict to the standard application provided by the Region
- Manage all troubleshooting through helpdesk, prepare proper logs and keep records of completed tasks on helpdesk.

Network

- Assist to develop an adaptable and effective network and telecomm infrastructure.
- Ensure security of the network by defining and enforcing security policies Control the flow of network traffic and define tools to control the access flow of network.
- Collectively plan to introduce IT setup improvement and advancement.
- Help to Install Windows, MS Office, Outlook and other required application on each computer desktop/Laptop.

- Ensure security of Outlook data by allocating individual passwords Keep log of all users passwords and ID expiry dates. Send requests for ID renewal on time.

- Provide timely trouble shooting to Outlook clients for smooth running of work

- Help to ensure that all required software are installed on windows computers for example Microsoft Office, Outlook, Antivirus, WinZip, Acrobat reader, Skype, drop box, Firefox, google chrome, scanner, printer and if any applicable user requirement, etc.

- Assist to ensure each computer has a virus checking and cleaning software installed, that is set up for automated updates every time the new version is released.

- Strictly manage the legal installation of all software especially Microsoft Applications.

- Have surprise checks on all computers to ensure the legality of software is maintained.

- Ensure the number of installation commensurate the number of licenses in hand Ensure every computer has an update antivirus and the updates and scan schedule is set to standard settings.

IT Equipment

- Keep track of IT assets and maintained the IT inventory list up-to-date.

- Monitor IT equipment expiry dates on a monthly basis and take upgrading/replacing measures in time.

- Assist to assign new equipment and update IT equipment inventory list on Assets Database on regular basis.

Orientation

Assist in order to conduct initial orientation and refresher trainings on IT policies and procedures for all staff Prepare an orientation manual for new staff and visitors and take initiative to plan and conduct orientation.

Other tasks

- To provide IT assistance to staff and visitors for business related issues

- Any other duty assigned by the IT Manager

- Stay committed and ready to take-up any assignment given by supervisor and senior management.

CORE CAPABILITIES

Achieving quality results and services

Indicators:

1. Completes tasks in a timely, cost-effective way
2. Responds promptly in a professional manner
3. Gets projects going and moving when they are stuck
4. Invites stakeholders to join goal setting and evaluation
5. Practicing continuous innovation and creativity

Communicating information effectively

Indicators:

1. Uses effective questions to gather relevant information
2. Presents appropriate information openly and willingly
3. Expresses self clearly in all forms of writing
4. Communicates persuasively to all stakeholders

Minimum education requirements;

- Graduation, preferably BS(IT)/BIT/BCS/BBA-IT
- Experience of 2- years plus with "hands-on" IT Support/administration

Skills, Knowledge and Experience

- Strong communication and negotiation skills (Oral and written)
- Experience in office management and IT Administration
- Knowledge of computer systems, E-mail and software, and thorough experience in Microsoft office suite and networks
- Knowledge of Lotus Notes and / or Windows based software
- Ability to work in and contribute to team building environment
- Ability to handle sensitive and confidential information with absolute discretion is mandatory for this position, and not doing so will be cause for termination.
- Adaptability and flexibility
- Honesty and personal integrity
- Ability to work in a cross cultural environment with multinational staff, with emotional maturity and physical stamina.

Interested Candidates may send their resume with cover letter to the

Program Manager-Human Resource-MOJAZ Foundation, Opposite DCO House, Narowal

(Applications can also be dropped by visiting office)

jobs@mojaz.org

Please mark the envelop/ subject line with the position you are applying for,

Last date for applying is November 18, 2016

Only short listed candidates will be called for an interview

We are an equal opportunity employer

Women and Persons with Disabilities (PWDs) are especially encouraged to apply

Phone #: 0542-412313