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| Job Title: |

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IT Assistant  |
| Career Level  |

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| GS-5 |

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| Job Type | Fixed Term |
| Positions: |

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| Agency / Project: |

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| UNOCHA |

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| City/Location: |

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| Islamabad  |

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| Country: |

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| Pakistan  |

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| Experience: |

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| * At least 3 years of relevant experience.
* The incumbent should have the capacity to manage an efficient Local and Wide Area Network. A good working knowledge of MS Office Applications notably power point and Mail System is essential. Knowledge and experience with Global Networks rules and regulations is preferred
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| Description: |
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|  | **Description:***In order to assist in addressing the humanitarian challenges being faced by people of Pakistan, especially after the recent and last year’s catastrophic floods in the country, OCHA has strengthened its presence in Pakistan by establishing field offices, in order to provide support to UN agencies, NGOs, donors and other humanitarian organizations working in Pakistan. One of OCHA's strategic priorities will be to support the Humanitarian Coordinator in the coordination and dissemination of public information, media relations and advocacy for humanitarian assistance to the populations in Pakistan affected by recent flooding, ongoing response to the conflict in north and northwest areas of Pakistan, and overall disaster preparedness throughout the country.* **Terms of Reference:**The IT Assistant will work under the overall supervision of National IT Officer, OCHA- Pakistan and will be responsible for the following tasks: * Server Hardware & Software – Support, maintain and administrate server hardware and software systems. Provide input in procurement of hardware and software keeping cost factor and new trends/technologies in the mind;
* Documentation – Assistance with the creation, format and maintenance of network and information-systems documentation;
* Network Security – Pro-actively administrate the security of server systems, messaging, mail server, firewalls and hosted systems against any kind of threats which can destroy the data;
* Monitoring & Logging – Review and maintain network logging and monitoring (i.e. server performance monitors);
* Information and research gathering – stay current with technology changes, applicable systems, industry trends and developments especially in Networking Infrastructure and new wireless networking trends coupled with third party power tools to optimize the performance of remote access;
* Training and Facilitation – Transfer of necessary knowledge to the project staff to increase the broader understanding of Information Technologies potential;
* Handling all Internet connectivity issues with ISP to provide 24\*7\*365 hours internet access and availability to project staff;  Demonstrated ability to plan and administer the deployment of software products in a heterogeneous environment with an objective for standardization of all software and hardware which can provide the best solutions to streamline the internal operations;
* Proven ability to work in a high pressure environment with multiple tasks, changing priorities, and changing resources;
* High exposure to Microsoft Windows (XP Pro, 2000/2003 Server), Intel based desktops, laptops hardware and computer peripherals like printers, plotters and photo copiers;  All additional technical or non-technical responsibilities and duties assigned by Management within IT/IS domains.
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| **Education** |
| **Musthttp://jobs.undp.org.pk/images3/spacer.gif** | **Degreehttp://jobs.undp.org.pk/images3/spacer.gif** | **Degree Levelhttp://jobs.undp.org.pk/images3/spacer.gif** | **Countryhttp://jobs.undp.org.pk/images3/spacer.gif** | **Descriptionhttp://jobs.undp.org.pk/images3/spacer.gif** |
| Yes | B.Sc.  | Bachelors Degree (2-3 Years) |  | Bachelor Degree in Computer Sciences or other closely related engineering/science fields, or a first university degree with relevant combination of academic and professional qualifications. |