

# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR ASSISTANT DIRECTOR (NETWORK/DATABASE)**

### **MAIN RESPONSIBILITIES AND TASKS**

1. To look after Data center and over all network installed in PFSA.
2. Responsible for equipment maintenance tasks such as managing and installing custom upgrades for employees.
3. To ensure replacement of cables, components and accessories as per requirement.
4. To manage website for PFSA.
5. To ensure the maintenance of record and drawing schematics of the center to detail what equipment is installed.
6. To provide I.T support to employees enabling them to perform their duties efficiently.
7. To perform administrative duties which might include scheduling employee shifts, planning for capacity changes, maintaining corporate databases and ensuring compliance with government rules & regulation.
8. To supervise all the all technical & Data Center Staff.
9. To Manage Networks & Databases installed in PFSA.
10. To provide guidelines to data center staff in resolving Server Issues.
11. To manage and maintain the record of SLAs (Service Level Agreement) pertaining to I.T support/Data center.
12. To perform any other duty assigned by the authority.

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