PUNJAB PUBLIC SERVICE COMMISSION
LDA Plaza, 7-Edgerton Road, Lahore.

JOB DESCRIPTION FOR THE POST OF NETWORK ADMINISTRATOR (BS-16) IN THE FORESTRY, WILDLIFE & FISHERIES DEPARTMENT, LAHORE (CASE NO. 17K2024)

MAIN RESPONSIBILITIES AND TASKS

1. To assist the CCF (PM&E) CF (DWP) and GIS Manager in running GIS Lab.
2. Assists in the Planning design, documentation and implementation of various systems to include desktop PC's, servers, network equipment's and software applications.
3. Monitors and maintains the use of the LANWT's photocopiers and printers.
4. Develops, maintains and monitors procedures for all server backups.
5. Monitors, plans and coordinates the distribution of clients/ severs software and service packs.
6. Makes recommendations for new equipment's and services to purchase and works with various designing and management, working on MS SQL Server or Oracle will be preferred vender's procurement.
7. Perform on-site and remote technical support.
8. Designs, installs upgrade configures and repairs local and wide area network hardware and infrastructures.
9. Installs and tests computers hardware in LAN/WAN environment.
10. Supports in all kind of activities and configure all SDE on server and desktop systems.

OCCASIONAL TASKS AND RESPONSIBILITIES

1. To assist the CCF (PM&E) CF (DWP) and GIS Manager in running GIS Lab.
2. Assists in the planning, design, documentation and implementation of various systems to include desktop PC's, servers, network equipment's and software applications.
3. Monitors and maintains the use of LANWT's photocopiers and printers.
4. Develops, maintains and monitors procedures for all server backups.
5. Monitors, plans and coordinates the distribution of clients/ severs software and service packs.
6. Makes recommendations for new equipment's and services to purchase and works with various designing and management, working on MS SQL Server or Oracle will by preferred venders procurement.
7. Perform on-site and remote technical support.
8. Designs, installs upgrade configures and repairs local and wide area network hardware and infrastructures.
9. Installs and tests computers hardware in LAN/WAN environment.
10. Supports in all kind of activities and configure all SDE on server and desktop systems.
11. To assist in office management related activities.

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