



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF DEPUTY DIRECTOR (NETWORK ADMINISTRATION) (LUMP SUM RS. 120,000/-) IN PUNJAB LAND RECORDS AUTHORITY CASE NO (65H2021).

MAIN RESPONSIBILITIES AND TASKS

1. To oversee overall management and monitoring of Primary and Backup Links of PLRA.
2. Lead, develop and implement IT initiatives that enable the organization to flourish more vigorously and more profitably.
3. Protect the Organization and its operations against IT risks, including unauthorized access to information, data integrity problems, loss of processing capability and poor service levels.
4. Establishes networking environment by designing system configuration; directing system installation; defining, documenting, and enforcing system standards.
5. Develop, implement and maintain policies, procedures, and associated training plans for network administration usage, and disaster recovery.
6. Ensure a proactive approach to risk assessment and management.
7. Shall be responsible for procurement of IT Equipment, software and Services.
8. Shall be responsible for keeping IT Infrastructure at ARCs fully functional for reliable service delivery.
9. Must have good written and verbal communication skills.

Skills Required.

Must have expertise and hands on experience in routing protocols like BGP, OSPF, EIGRP, and RIP. Must have good understanding of MPLS/SDWAN design, Traffic Engineering, implementation and optimization. Must have hands on experience on IP Telephony & Video conferencing, Firewall, Routers and Switches and load balancer. Should be well versed with network monitoring tools like Solar winds, PRTG etc.

REQUIRED QUALITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS

1. Leadership Qualities.
2. Administrative Ability.
3. Communication Skills.
4. Decisiveness.
5. Writing Skills.

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