



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR THE POST OF ADDITIONAL DIRECTOR NETWORK ADMINISTRATION (LUMP SUM RS. 175,000/-) IN PUNJAB LAND RECORDS AUTHORITY CASE NO (64H2021).**

### **MAIN RESPONSIBILITIES AND TASKS**

1. To oversee overall management and monitoring of Primary and Backup Links in 150 x Arazi Record Centers, Aggregation Link and B2B Connectivity.
2. Lead, develop and implement IT initiatives that enable the organization to flourish more vigorously and more profitably.
3. Devise and establish IT policies and systems to support the implementation of strategies set by upper management, including providing written protocols and guidance to IT staff and to end-users.
4. Must have ability to develop organizational Network policies and SOPs.
5. 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.
6. Responsible for tracking of maintenance & support contracts, product licensing and budgetary expectations for the following financial year's investment.
7. Ensure a proactive approach to risk assessment and management at the Section level.
8. Must have good communication skills and can explain complex Scenarios/ Situations in easy to understand ways.
9. Shall be responsible for procurement of IT Equipment, software and Services.
10. Shall be responsible for keeping IT Infrastructure at ARCs fully functional for reliable service delivery.
11. Should have Software Design Solution Knowledge.

### **Skills Required.**

Must have expertise and hands on experience in routing protocols like BGP, OSPF, EIGRP, and RIP. Must have good understanding of MPLS design, Traffic Engineering, implementation and optimization. Must have hands on experience on IP Telephony & Video conferencing, Routers and Switches. Should be well versed with network monitoring tools like Solar winds, PRTG etc. Should have adequate knowledge on Microsoft Active Directory , DHCP, Exchange Server, Load Balancer and Data Center technologies.

### **REQUIRED QUALIFITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS**

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

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