



**PUNJAB PUBLIC SERVICE COMMISSION**  
**LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore**

**JOB DESCRIPTION FOR RECRUITMENT TO ONE (01) POST OF NETWORK ADMINISTRATOR (BS-17) ON CONTRACT BASIS FOR THE PERIOD OF 03-YEARS IN THE PROVINCIAL DISASTER MANAGEMENT AUTHORITY, BOR, PUNJAB (40-J2024)**

**Main Responsibilities and tasks:**

- Designing and implementing both the physical and wireless networks, including those for computer communications and telecommunications.
- Maintaining network performance.
- Managing the IT Infrastructure.
- Network Troubleshooting and Support.
- Researching and integrating new technologies into the network lifecycle.
- Interface with network administrators to manage or assist problems.
- Working with I.T. support personnel.
- Budgeting for equipment & assembling cost.
- Central Network Monitoring and control.
- Troubleshooting of Web Applications hosting platform (e.g. IIS, Apache)
- Performance Check of all Applications of office.
- Coordination with District government.
- Quality Assurance/ Quality Check of IT applications and processes.
- Assessment for damage and losses from Natural Hazards.
- To provide technical assistance/support to district offices.
- Manage all troubleshooting through helpdesk, prepare proper logs and keep records of completed tasks.
- Collectively plan to introduce IT setup improvement and advancement.
- Help to ensure that all required components are properly installed and backups exit.
- IT Disaster Recovery Planning and Preparation.
- Any other task assigned by the Authority on need basis.