

PUNJAB PENSION FUND

Job Title: Network Administrator

Responsible to: Chief Financial Officer / General Manager

Qualification & Experience: MCS or Equivalent with minimum 3 years experience.

Supervision: System Support Administrator

Job Description:

- Installs and monitors local area network (LAN) in office.
- Performs a variety of maintenance, evaluation, installation and training tasks to ensure that LAN performance meets Fund's and user required.
- Administers network workstations, utilizing one or more TCP/IP or non-TCP/IP networking protocols and/or one or more operating systems.
- Evaluates and / or recommend purchase of computers, network hardware, peripheral equipment and softwares.
- Investigates user problems, identify their source, determine possible solutions, test and implement solutions.
- Installs, configures and maintains personal computers, networks, workstations, file servers, ethernet networks, network cabling and related equipment, devices and systems.
- Adds upgrades and configures modems, disc devices, data acquisition boards, CD ROM units, printers and related equipment.
- Performs and overseas software and application development, installation and upgrades.
- Maintains site licenses for the Fund.
- Plans and implements network security, including building firewalls, applying cryptography to network applications, managing host security, file permissions,

back up and disaster recovery plans, file system integrity and adding/deleting users.

- Troubleshoots networks, systems and applications to identify and correct malfunctioning and other operational difficulties.
- Develops and conducts various training instructions for system users on operating systems, relational databases and other applications.
- Assists users in maximizing use of networks and computing systems.
- Identifies utilization patterns and their effect on operating system availability and performance expectations.
- Anticipates communication and networking problems and implement preventive measures.
- Ensues support to vendor applications used by the Fund..
- Investigates, recommends and installs enhancements and operating procedures that optimize network availability.
- Maintains confidentiality with regard to the information being processed, stores or accessed by the network.
- Documents network problems and resolutions for future reference.
- Performs any other work assigned by General Manager / Chief Financial Officer.