**Job Profile**

Job Title : Assistant System Administrator (ASA)- Informatics Department

Job Location : URB Araihazar Field Office, Araihazar Pourashava, Narayanganj

Reporting to : Chief Technical Officer

Compensation : Consolidated salary Tk. 35,000 in probationary period (three months)

Tk. 37,000 after confirmation with other admissible benefits as per

URB Personnel policy.

Employment Type : Permanent Employment

**Job Summary**

The primary responsibility of the position would be to perform the daily operations of managing server systems at URB Araihazar Field Office including initial setup, software installation, testing, trouble shooting, and safeguarding security of computer server systems under the director supervision of Chief Technical Officer in line with the advice from the Informatics Director.

**Specific Responsibilities:**

* Maintains software, including testing, evaluation and installation of new versions or authorized modifications to custom and vendor-supplied operating systems and related software.
* Performs software patching and keeps systems in compliance with applicable standards.
* Diagnosis and Troubleshoots for hardware/software problems.
* Investigates recurring and related operating system failures/inefficiencies by reviewing system logs, dumps and other information from the users/ technical personnel.
* Determines and initiates appropriate and immediate actions needed to restore normal services within minimal time.
* Monitors and evaluates operating efficiency, analyzes hardware/software performance and tuning.
* Regular follow up with help desk support system and update its inventories.
* Monitors systems backup procedures and executes recovery operations when necessary.
* Prepares documentation of systems and software for permanent records.
* Any other responsibilities as assigned by the line manager.

**Essential Requirements:**

* At least graduate from any recognized university with Computer Science/Engineering with a minimum three years of professional experience in the similar position/ responsibilities .

**OR**

Master degree from any other discipline with minimum 5 years’ experience in the required field.

* Knowledge on database system like SQL server and MS Access are preferable.

**Other Qualifications:**

* Good oral and written communication skills in English and Bangla.
* Interpersonal, analytical and problem solving skills.
* Ability to work on own initiative as well as part of a team.
* Ability to work under pressure and meeting deadlines.
* Excellent time management and organizational skills.

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