VACANCY POSITIONS

Applications are invited for appointment on "Contract Basis" for the following purely temporary posts in the project titled ""Development of ICT Infrastructure of the Ministry of Maritime Affairs" being executed by Ministry of Maritime Affairs, Islamabad, Government of Pakistan. The posts are on contract basis for a period of one year or till the life of the project.

Designation and PPS	No. of Posts.
Network/System Administrator (PPS- 8)	1
Support Assistant IT(System /Network) (PPS-6)	2
Naib Qasid (PPS-1)	1

For details and job descriptions, please visit www.moma.gov.pk.
Last date for submission of the applications is 07-02-2020 by office time.

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AGHA MUHAMMAD ANSAR
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Qualification /experience / Job Responsibilities

Sr.#	Position Name	No. of Posts	Qualifications/Experience	Skills/ Job Responsibilities
1	Network/System Administrator (PPS- 8)	1	**Qualifications:** Bachelor of Sciences (Computer Sciences or IT Technology or Software Engineering)(4 years degree after A Level or F.Sc.) from an HEC recognized university or a reputed foreign university/institute. **Experience:** • 1 year of LAN/ WAN Network experience • Professional experience will start after the completion of minimum qualification/ degree(s) required for this position. • Network Certification shell be given a preference	**Skills:** • In depth knowledge of the current leading LAN/ WAN and Wi-Fi Network technologies and tools, middleware tools, hardware platforms and operating systems. • Must be well versed with office productivity tools. • Proficient in project management tools and techniques and knowledge of PM software. • Well versed with software contract management tools and techniques. • Well versed about IT technology in general. **Job Description:** • To manage the implementation of IT-related projects under the supervision respective government office/department/ministry or private sector. • To monitor and manage network activities during each phase of project life. • To manage the documentation with the implementing IT firms. This will involve establishing commitments with the contractor, and tracking and reviewing the contractor's performance and results. This exercise will cover the management of network-related contracts, as well as the management of the total network that includes hardware, Networking, Licensed software and possibly other system components. • To interface with implementers/contractors as well as end-users. • To get input from IT Specialists about the ongoing project and incorporate the same. • Report regular progress to the MIS Manager.

			Qualifications	Skills
2	Support Assistant IT(System /Network) (PPS-6)	2	Bachelor of Sciences (Computer Sciences or IT Technology or Software Engineering)(4 years degree after A Level or F.Sc.) from an HEC recognized university or a reputed foreign university/institute. **Experience** • At least 1 years of experience in the areas of IT, managing Networks/ Systems. • Professional experience will start after the completion of minimum qualification/ degree(s) required for this position. • Certification related to System administration shell be given a preference.	• Must have excellent written and communication skills and ability to work closely with end users • Must be a very structured, highly organized person and able to communicate with top management. • Excellent Knowledge of Different OS Skills are required • Experience in managing the Systems • Knowledge of Government Processes and Procedures would be an added advantage **Job Descriptions** • To manage the implementation of IT-related projects under the supervision respective government office/ department/ ministry or private sector. • To monitor and manage different system activities during each phase of project life. • To manage the documentation with the implementing IT firms. This will involve establishing commitments with the contractor, and tracking and reviewing the contractor's performance and results. This exercise will cover the management of System-related contracts, as well as the management of the total System that includes Servers, Personal computers and related equipment, Licensed software and possibly other system components. • To interface with implementers/ contractors as well as end-users. • To get input from IT Specialists about the ongoing project and incorporate the same. • Report regular progress to the MIS Manager.
3	**Naib Qasid**	01	**Qualification: Primary pass**	• Cleaning dusting of furniture and office equipments • Carry Files/IT-equipments • Any other task assigned by the officer concerned.

How To Apply:

Applications along with complete CV and other documents should reach the following address given below:

1. The applicant must clearly mention the position applied for at the top left side of the envelope.
2. Candidates already in Government Service should apply through proper channel.
3. Last Date for submission of application is 07-02-2020 by office time.
4. Incomplete applications or received after closing date will not be entertained.
5. Only shortlisted candidates will be called for interview/test.
6. No TA/DA will be admissible to the candidate to appear for an interview.
7. Candidates should bring original documents at the time of the interview.