امارت اسلامـي امارت   د افغانستان اسلامـي امارت

د امارتي شرکتونو رهبري پلاوي

د افغان پُست امـارتي شرکت

معاونیت مالي و اداری

ریاست منابع بشری

امـــارت اسلامـی افغانستان

هئیت رهبری شرکت های امارتی

شرکت امـــارتی افغان پُست

افغـان پُست

AFGHAN POST

Position Title:	**IT Specialist**
Position:	**Contractual Grade C Step 1**
Number of jobs:	1
Salary:	**As per NTA Salary Scale**
Organization:	**Afghan Post State Owned Corporation**
Relevant Department:	**Information Technology and Technical Department**

Job Description IT Specialist

IT Specialist will work under direct supervision of IT Director over all responsible for collectively contribute to the effective functioning, security, and reliability of an ECTS IT infrastructure, ensuring that technology supports business operations seamlessly. Apart from these, the other responsibilities include:

Main Responsibility

- Overseeing network infrastructure and systems functionality
- Being responsible for device and password management
- Maintain and optimize local company networks branches and servers
- Be responsible for device and password management
- Oversee data backup and system security operations, user authorization, firewalls, Router)
- Manage installations, upgrades and configurations of hardware and software
- Provide support and guidance to stakeholders via help desk
- Provide 1st level of Support.
- Establishing the networking environment by designing system configuration, directing system installation, defining, documenting and enforcing system standards.
- Maximizing network performance by monitoring, troubleshooting network problems, outages, scheduling upgrades & collaborating with IT Director on network optimization.
- Securing network systems by establishing, enforcing policies and defining and monitoring access.
- The support and administration of firewall environments Configuration of network devices (Cisco ASR, Cisco Nexus, Cisco ASA).
- Reporting network operational status by gathering prioritizing information & managing projects

- Upgrading data network equipment to the latest stable firmware releases Microsoft Windows Server installation and configuration
- Windows Clustering and design active directory and WDS, WSUS Server management.
- Configuration of routing and switching equipment
- Configuration of hosted IP voice services, VOIP Server IP PBX, and open-source software
- Configuration of firewalls for VPN access and traffic inspections
- support of on-site engineers and end users/customers during installation
- Remote troubleshooting fault if issues which can occur upon initial installation
- Capacity management, audit of IP addressing and hosted devices within data centers
- Speaking with customers via email and phone for initial requirement capture.
- Design and Deploy and Maintenance of Exchange Server of Asan Khedmat
- ECTS Network Integration with other existing system
- ECTS Network and system infrastructure design, deploy & operation maintenance
- ECTS System Environment Deployment on government Ministries

Competencies:

- Professionalism: Excellent interpersonal and communication skills. Strong analytical, research, reporting and writing abilities. Strong organizational and process management competencies. Ability to rapidly analyze and integrate diverse information from varied sources. Ability to produce a variety of written media products in a clear, concise, journalistic style. Ability to deliver oral presentations to various audiences. Is motivated by professional rather than personal concerns. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities, and remains calm in stressful situations. Shows persistence when faced with difficult problems or challenges.

- Accountability: Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within the prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her shortcomings and those of the work unit, where applicable.

- Team Work : Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; builds consensus for task purpose and direction with team members; supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Requirments:

- Bachelor's degree in Computer Science, Information Technology, or a related field.
- Proven minimum 5years of experience as an IT Specialist or a similar role
- Industry certifications such as CCNA, CCNP, Enterprise MCSA, MCSE and l
  Strong knowledge of networking protocols, security principles, and system administration.

- Proficiency in configuring and troubleshooting routers, switches, firewalls, Load balancer, servers, Storages and virtualization technologies, blade architecture
- Excellent problem-solving and communication skills.
- As per NTA Salary Scale Grade C Step 1.
- Location Kabul.