



**NAKHLAH**  
Educational House For Islamic Grooming

**Job Title:** System Administrator

**Roles and Responsibilities**

- To supervise Network, primary domain controller (Main Server), Database server, Active Directory, internet connections, router, switches, PABX, CCTV & Network Peripheral devices.
- To supervise and monitor existing IT system and resolve issues related to software, hardware, troubleshooting and network.
- Responsible to designing and implementing new network solutions and/or improving the efficiency of current networks.
- Ability to support Microsoft Windows desktops/chrome OS and desktops installation.
- Experience of Microsoft Server and cloud environment.
- Responsible to prepare IT Policy.
- Responsible to coordinate with technical staff and HODs in development and implementing the divisional Information Technology plan.
- To maintain and manage Google Workspace Admin Panel.
- To supervise and make record of all existing and new IT inventory.
- Develop IT administrative guidelines as needed to facilitate divisional standards for hardware, software, IT processes and issues as they arise.
- Responsible to investigate and analyze network issues, gathering IT Usage cases and advising recommendation to the management.
- Planning and making Budget of IT related requirement of the institution.
- Any other duty assigned by the Management.

**Knowledge and Skills Requirement**

- Proficient in Microsoft Office 2010, Windows 7, Windows 10, Google Workspace Administration, and Microsoft Office365 Administration.
- Server 2003, Server 2008, WinNT.
- Good time management and organizational skills.
- Able to work under stress to meet deadlines and handling multiple tasks.
- Ability to work independently.
- Good Leadership and administrative skills.
- Good interpersonal skills.
- Strong analytical and problem-solving Skills.
- Excellent written and spoken communication and management skills.

**Experience**

At least 3 years of experience in a similar capacity.

**Educational Qualification**

Preferably Masters in Computer Science/Information Technology.

Minimum Bachelors with IT related Certifications.