

HIRING OF IT ADMIN (NETWORK ADMINISTRATOR) – AFIC ICT BR

1. AFIC requires to hire an IT admin as Network administrator for managing complete IT network of the hospital including Data Centre, DR Room and edge network.
2. Qual requirements and Job description is specified as per table-1 below.
3. Suitable candidates may fwd their CV's in soft copy (PDF format only) at both of the following emails: -
 - a. hr@afic.gov.pk
 - b. gso2it@afic.gov.pk
4. When submitting CVs through email, please mention the appointment applied for in the subject title of email.
5. Shortlisted candidates will be invited for final interviews. Candidates intimated for final interviews may bring their CVs along with certification proofs if any, in hard copy on the specified date and time of interview.
6. Last date of submission of CV: **28 Feb 26**

TABLE-1

JOB DESCRIPTION/ QUAL – NETWORK ADMINISTRATOR

Job Title	IT ADMIN (NETWORK ADMINISTRATOR)	Branch/Section	ICT Br/ Data Centre Team			
Sub Section	Networks	Organization	AFIC			
Reporting To	GSO-2 ICT BR AFIC	Type of hiring	Fund Employee			
<u>Job Specification</u>						
Qualification & Experience	<ul style="list-style-type: none">• Category. Civilian• Qualification and Experience<ul style="list-style-type: none">➢ Min Bachelors of IT/CS/Telecom with 3 years' experience in Data Centre networking or➢ MCS/MIT/MSc (Telecom) with 2 years' experience in Data Centre networking					
<u>Skills / Competencies</u>						
<ol style="list-style-type: none">1. Leadership and Influence.2. Critical & Analytical Thinking.3. Effective Interpersonal & Negotiations Skills.4. Effective Communication Skills.5. LAN / WAN Networking & Troubleshooting.						

Job Description

1. Ensure the efficient and effective functioning and maintenance of Network, including management and administrative network, maintenance of all network equipment in AFIC including Data Centre, DR room and edge user network.
2. To maintain equipment and provide support for staff as required.
3. To keep abreast of new developments in ICT in order to provide an up to date support service for the company and training for members of the technical team.
4. To ensure the security of the network switches, routers, hubs, servers, printers, bridges, firewalls and all type of networking equipment.
5. Development and up-keeping of LAN / WAN at various locations.
6. Configuration and troubleshooting of all Routers / Switches/ firewalls.
7. Coordination with different vendors for troubleshooting.
8. Implementing security, configuration and troubleshooting of Internal/ external traffic with Firewalls.
9. Deployment of security policies for LAN, WAN traffic with firewalls.
10. Planning and coordination of new links for AFIC sites.
11. Planning, designing and implementing new network architectures for expansion projects.
12. Any other task assigned by HOD(ICT).

Prepared By	ICT Br	Sign & Date	DD(IT) – 10 Feb 26
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