

**Position Title:** Associate Analyst

**Department:** Operations, Projects & Contract Management Department (OPCMD)

**Location:** TBD

**Reports To:** Head of Farm

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### **Overall Job Description**

The primary duties of this position include maintaining computer networks within the organization, connectivity to the up-stream provider, hardware such as routers and switches, software, and other related systems, performing disaster recovery operations, protecting data, software, and hardware from attacks, and replacing faulty network hardware components when necessary. You will also be working closely with our system engineers and network users to identify potential issues and fix existing problems.

To be a successful candidate, you will need to have a strong understanding of network infrastructure and network hardware. You will also need to implement, administer, and troubleshoot network devices, including WAPs, firewalls, routers, switches, and controllers. An in-depth knowledge of application transport and network infrastructure protocols; and routing and switching protocols is highly desired.

The Associate Analyst shall work under the direct supervision of the Head of Farm.

### **Specific Responsibilities**

The network engineer will be tasked with a wide range of activities related to the development and maintaining related tasks. Regular responsibilities include but are not limited to:

- Maintaining and administering computer networks and related computing environments, including routers, switches, computers and other networking device.
- Performing disaster recovery operations and data backups when required in close coordination with the System Engineer and the Developers.
- Protecting data, software, and hardware by coordinating, planning, and implementing network security measures such as the filters/firewalls on the interface facing the internal/external network of the organization.
- Troubleshooting, diagnosing and resolving the network and system problems.
- Replacing faulty network hardware components when required.
- Maintaining, configuring, and monitoring virus protection software/firewalls and ensure proper check of the transit and internal filters.
- Monitoring network performance and the bandwidth usage to determine if adjustments need to be made in consultation with the up-stream provider.
- Conferring with network users about solving existing network issues.
- Plan and implement different network access levels depending on the nature of the users within the organization.
- Designing, configuring, and testing networking software
- Work effectively with Product Managers/Supervisors and relevant stakeholders to ensure delivery against agreed priorities.

- Responsible for his/her own work planning against objectives set in agreement with your immediate supervisor.
- Provide Cyber Security Risk Assessment/ System Security Audits to the organization in coordination with System Engineer.
- Provide Penetration Testing and in-depth analysis of security assessment of the organization and recommend security measures to be implement eg. Security as the managed service.
- Educate relevant officials on the aspects of Cyber Security and probable outcome and the measures against the outcome at the user level.

## **Education and Experience Criteria**

**He/she must have:**

### **Education/Experience:**

- Bachelor's degree in Computer Science or related field with a minimum of 60% aggregate in bachelor's degree.
- Min. of 70% in Class XII (aggregate of English and best four subjects) and 70% in Class X (aggregate of all subjects)

## **Person Specifications & Attributes**

Additionally, they must have:

- Willingness to learn and adapt to dynamic working environment.
- Ability to motivate and lead a team.
- Willingness to work off hours during contingencies.
- Positive attitude towards physical working environment.
- High integrity/ethics and strong ability to meet the deadlines.
- Strong communication skills, both spoken and written.

## **Other requirements**

- Curriculum Vitae (CV)
- Copy of bachelor's degree certificates and academic transcripts
- Academic transcripts of Class 10 & 12
- Letter of job experience
- Copy of Citizenship ID Card (Back & Front)
- Security Clearance Certificate (Screenshot copy of approved online)
- Audit Clearance Certificate (If employed)
- Medical Fitness Certificate (Valid for 6 months)
- 2 referrals/recommendation letters from non-family related referees

## **Employment Type**

- Regular

## **Salary & Others Benefits**

- Pay and benefits shall be fixed within the existing pay scales.

