

## **TERMS OF REFERENCE**

### **PMO/MPW**

Post Title:	Senior IT Officer
Type of Appointment:	National Contracted Staff
Duration:	One year (3 month probation)
No. of Post	1
Duty Station	MPW/PMO - Kabul
Salary	As per NTA salary scale (Grade C)
Work hours	Full time
Vacancy No	MPW/PMO/HR-033
Date of announcement	16 January 2021
Closing Date	29 January 2021
Gender	Male/Female

### **1.0 Background**

Program Management Office of the Ministry of Public Works have an ongoing portfolio in transport sector from the various Grants provided by Asian Development Bank (ADB). Currently PMO is implementing Various National Highways projects and System Development project and is designated to handle the implementation related tasks that includes

(a) procurement civil works and consultants' services, (b) monitor the progress of day-to-day project implementation, (c) accord various approvals including approval for variations, extension of time, (including obtaining approvals of the donors) etc. (d) prepare progress reports (e) prepare withdrawal applications for disbursement, (f) maintain project accounts and complete loan financial records for auditing and (g) ensure compliance with various Loan and Grant covenants, etc.

### **2.0 Job Description**

The IT Officer will assist the PMO Staff in maintaining IT related services and equipment, network management and providing training to PMO Staff. The duties and responsibilities will include, but not limited to the following:

- Provide network solution for PMO including but not restricted to: Domain organization, AD structure, remote control/support, firewall, antivirus, and maintaining internet network in PMO.
- Provide general IT support - responsible for all IT tasks for PMO.
- Assist PMO in assessing the requirements of IT equipment (Computers, Printers, etc.) and assist in procurement of such equipment.
- Focus on proactive problem solving; finding and delivering permanent solutions to problems occurring on a regular basis, instead of providing emergency or reactive support and spending time and energy on troubleshooting the same problems.

- Should provide report/manual on troubleshooting and the most common network/computer related problems.
- Adopt a comprehensive work plan of forthcoming activities.
- Networking installation as LAN / WAN in PMO including liaison with internet service providers (ISP).
- Ensure implementation and configuration of firewall for the PMO network.
- Develop and execute disaster procedures, and maintain data backups.
- Ensure implementation and configuration of different software, including antivirus installation.
- Installation and configuration of Windows and email configuration.
- Updating IT Inventory, completing the IT item damage report, and managing hand-over of IT assets in conjunction with the PMO Staff, managing IT stock, taking repairable IT items to selected workshop.

### **3.0 Job Requirements:**

- The ideal candidate should possess preferably a university degree in computer science, having at least 5 years' experience, preferably in a similar position (preferably with international organizations). Should have previous experience with Windows based networks, Windows Server and Domain/Active Directory.
- Experience with or knowledge of programming languages and operating systems (MS Exchange, Active Directory, and other Windows-based systems), current equipment and technologies, enterprise backup and recovery procedures, and system performance monitoring
- Strong problem solving and communication skills required
- Ability to multi-task and work under pressure;

### **4.1 Submission Guideline:**

Interested candidates are requested to forward their applications and detailed CV in PDF format clearly indicating the position (Senior IT Officer – MPW/PMO/HR-033) applied for in the subject of your email to PMO Office of Ministry of Public Works through email at [pmo.recruitment@gmail.com](mailto:pmo.recruitment@gmail.com) with a copy to [adbafirm@adb.org](mailto:adbafirm@adb.org), without mentioning the position title/vacancy number your application may not be considered. Application received after 29 January 2021, will not be shortlisted for written test/Interview.

Note: Only Shortlisted candidates will be contacted.

Female Candidates are highly encouraged to apply.

Submission Email:

[pmo.recruitment@gmail.com](mailto:pmo.recruitment@gmail.com)