



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Senior. Manager Systems & Networks	DEPARTMENT: IT Data Center
POSITION REPORTS TO: Director IT	
POSITION IS REPORTED BY: Manager Systems, Manager Networks, Manager Security	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Supervise overall Datacenter, LAN, WAN, WLAN operations.2. Managing Team of Data Center and assign weekly and monthly tasks.3. Monitoring of all Operations, services of Datacenter.4. Manages PERN and proxy server for internet usage and bandwidth management.5. Coordinating with HEC regarding PERN Services.6. Assigning tasks of creating email services7. Provides technical support to all Campuses.	
<u>PERSON SPECIFICATION</u>	
(1) Academic Qualification Required Masters degree with major in CS/IT, Relevant Certifications (CISCO and MS) and Management Experience	
(2) Specific Job-related Skills Required <ol style="list-style-type: none">1. Communication Skills2. Problem-solving and Decision-making Skills3. Computer Skills	
(3) Specific Job-related Traits & Behaviors Required <ol style="list-style-type: none">1. Attendance2. Initiative taking3. Cooperativeness and Coordination4. Ability to plan, organize, and carryout and/or supervise the IT jobs5. Self-motivated6. Work interest and devotion7. Discipline and integrity	