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State Mining Corporation Limited
Chunnaikhola Dolomite Mine



Terms of Reference of Asst. Computer and Network Administrator, Chhunaikhola Dolomite Mine

The primary duties of this position include operation, installation, implementation, administration and maintenance of the IT projects/plants or any related projects. The candidate is expected to ensure minimal downtime during the maintenance/administration and maintenance of the network. The candidate may be instructed /directed to carry out system administration and related tasks such as the testing and application of the patches, new releases of software and security fixes to the existing servers/storages/systems/applications. Prior knowledge/hands-on experiences on the manning of network and systems will be an advantage.

To be a successful candidate, you will need to have a strong understanding of overall operation/working of the information system including systems and networks. The **Asst. Computer and Network Administrator** shall work under the direct supervision of the Manager ICT, or the Head CDM who has been given the role to supervise the vibrant team at the project site.

Specific Duties and Responsibilities:

- Assist the Manager ICT in the deployment, operations, monitoring and maintenance of the network and the systems.
- Install, configure, test and maintain operating systems, applications and system management tool.
- Installation, configuration and maintain, and upgrade **Radio-frequency identification (RFID)** systems, such as wireless Internet access points, cellular telephone antennas, satellite systems, amplifiers, two-way radios, and other radio equipment.
- Configure and install various network devices and services (viz., routers, switches, firewalls, network management, flow collectors and security management)
- Installation, configuration and maintain CCTV camera.
- Perform network maintenance and system upgrading including service packs, patches, hot fixes and security configurations.
- Monitor system resource utilization, trending, and capacity planning.
- Provide Level-2/3 support to the relevant stakeholders and troubleshooting to resolve issues with minimal downtime.
- Proactively monitor performance and ensure highest levels of infrastructure and systems availability and reliability
- Implement and maintain security, backup and redundancy strategies
- Reliability Analysis for equipment and system,
- Motivate and manage subordinate and other staff members,
- Ensure availability & reliability of the network/systems and the uninterrupted service at the site.
- Perform preventive maintenance of power plants annually as one of the preventive measures in close coordination with the site engineers, and Manager ICT.



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- Perform such other assignments, as required by the Supervisor, Manager ICT, and the Head CDM.

Qualification & Experience Requirement:

- Candidates must have minimum of **Diploma in Information Technology / Computer System & Network** (min. 2 years course duration) from reputed Institutions/Colleges and must have a minimum of 3 years of relevant work experience (excluding the study period).

Skill Requirement:

- Good knowledge/skill in the administration of the network/systems.
- Good knowledge about changes/evolution of the current information technology trend.
- Experience in operation and maintenance of network/systems devices and the associated services.
- Good knowledge/skill in the administration of CCTV Security / RFID Technology
- Sound knowledge in the revival of the offline systems/networks and its components.
- Good analytical skill.
- Prior knowledge on the administration of network/system devices is one of the mandates of the candidates.

Other requirements

1. SMCL Application Form
2. Curriculum vitae
3. Academic Transcripts & certificates (Class X & XII)
4. Copy of Citizenship Identity Card
5. Security Clearance (Online screen-shot)
6. Medical Fitness Certificate
7. 2 referrals/ recommendation letters from non-family related referees
8. Evidence of work experience (Appointment/Promotion/Separation Order)

Employment Type

- Regular

Salary & Others Benefits

- Salary and benefits shall be fixed within the existing SMCL pay scales & in line with the SMCL Service Rules.

Place of posting



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State Mining Corporation Limited
Chunnaikhola Dolomite Mine



- Chunnaikhola Dolomite Mine, Pugli, Gomtu

Application dateline

The application deadline is on or before 11th May 2021 before 5.00pm.

I, _____, hereby acknowledge receipt of the **Asst. Computer and Network Administrator's** job description for State Mining Corporation Limited. It is my responsibility to review this job description and ensure that I am familiar with its contents and comply with all requirements, duties, rules and procedures.

Note:

The statements provided above are intended to describe the general nature and level of work that an employee shall perform and is not a complete list of responsibilities, duties, and skills required.