

Assistant (MIS)

Education & Qualifications

16 years of education from HEC recognized university/ institution with 2 years of experience. Or 14 years of education from HEC recognized university/ institution with 4 years of experience. Or Intermediate with computer diplomas and computer certifications along with 10 years of experience.

Age

Maximum 33 years

Skills & Abilities

- Computer skills including internet and email applications
- Office Management (Filing, Storage, Databases)
- Should be proficient in MS Office.
- Communication skills like drafting, and correspondence. (Paper, electronic, Phone)
- Excellent English/Urdu writing and typing, notes taking and taking dictation skills/Use of Dictaphone and recorded notes typing and transcription.
- System support & trouble shooting.
- Experience on Networking & its trouble shooting.
- Experience on installation of Software.
- Knowledge of IT Hardware & Trouble Shooting.
- Experience on CC TV Cameras operation and maintenance
- Experience on PRI/Telephone Exchange operation and maintenance

Job duties & Responsibilities

- Maintain proper office record.
- Organize appointments/meetings.
- Assist official correspondence and liaise with other organizations.
- He/she shall maintain confidentiality related to his assignments and records.
- He/ she shall perform any other duty assigned by the reporting officer.
- Install and configure computer hardware operating systems and applications
- Troubleshoot system and network problems, diagnosing and solving hardware or software faults
- Replace parts as required
- Support the roll-out of new applications
- Conduct electrical safety checks on computer / datacenter equipment.
- Manage 1st level support on CC TV Cameras operation and maintenance
- Manage 1st level support on PRI/Telephone Exchange operation and maintenance
- Enrollment of employees on biometric attendance machine
- Any other official task assigned