

Position Name: Network Administrator

Position Code: IRADe/2020/IT

Location: New Delhi

Organisation Name: Integrated Research for Action & Development (IRADe)

About the Organisation

Integrated Research for Action for Development (IRADe) is a reputed Institute, which conducts multidisciplinary research, policy analysis, action programmes in the field and training in energy, environment and sustainable development. Established in 2002, the Institute has collaborators and projects with well known international and national organisations, various ministries, public and private sectors. IRADe is currently implementing several initiatives across the country in partnership with leading international and multilateral agencies. To know about IRADe log on to www.irade.org

Job Description:

- installing and configuring computer networks and systems
- identifying and solving any problems that arise with computer networks and systems
- budgeting for equipment and assembly costs
- assembling new systems
- maintaining existing software and hardware and upgrading any that have become obsolete
- Maintain and monitor network connectivity of all computer workstations and systems to identify how performance can be improved
- Assist in network design and implementation.
- Provide network support to users.
- Maintain servers and associated hardware, applications, services, and settings.
- Develop and monitor policies for the use of network resources.
- Implement and manage disaster recovery and back-up.
- Evaluate and recommend security improvements and system upgrades.
- Monitor network to ensure optimal performance.
- Create and maintain network users/permissions.
- Test release of products to minimize user impact and ensure compatibility.
- Create technical support documentation for systems and applications.

Desirable Qualifications:

- Fundamental knowledge of networking concepts
- Proven network engineering, network operations, and network performance analysis skills
- Hands-on technical troubleshooting capabilities
- Ability to work independently under minimal supervision
- Knowledge of computing infrastructures

- Familiarity with server management and monitoring tools
- Exceptional critical thinking and problem solving ability
- Proficiency with scripting languages
- Strong interpersonal skills to assist non-technical individuals with complex technical issues

Education and Experience Requirements:

- Bachelor's degree in Computer Science or a related field
- 2 -3 years of practical experience of managing infrastructure with knowledge of managing windows environments on-premises and on-cloud.
- Understanding of information security with analytical and problem solving skills.
- Previous experience with Microsoft Windows Server 2008, 2012, and 2016 preferred
- **Experience with Azure and other Microsoft services**

Emoluments will be commensurate with experience and compatible with think tanks.

IRADe is an equal opportunity employer.

How to Apply:

Please apply to jobs@irade.org with the following:

- Brief and detailed CV.
- Current salary drawn per year.
- Names and contact details (telephone and email) of two references.

Please do NOT enclose certificates at this stage.

Interested and eligible candidates may apply before **10th August 2020**, with detailed CV and two professional references, current salary by mentioning the **position Code: IRADe/2020/IT** at jobs@irade.org.