

Dear ,

If you are interested in the below Job Offer, you are kindly asked to send your updated CV to the NDU Placement Office E: placement@ndu.edu.lb and to mention the Job Reference Number.

Only NDU students can apply to the following Job.

Job Reference # (Office Use)	11-2-2010-3
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Applicant Requirements	
Gender	<input checked="" type="checkbox"/> Female <input type="checkbox"/> Male
Age	-
Standing	<input checked="" type="checkbox"/> Graduate <input type="checkbox"/> Fresh Graduate <input type="checkbox"/> Undergraduate
Degree	<input checked="" type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral Degree
Major / Emphasis	Bachelor degree, with a technical major, such as engineering or computer science
Years of Experience	3 - 5 years of Experience in similar job
Skills	Language Skills <input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> French <input type="checkbox"/> Arabic <input type="checkbox"/> Other _____.
	Computer Skills Maintain all the hardware laptops, computers, photocopiers, plotters, printers, phones, faxes Track all Computers, printers and photocopiers (name, model #, type, serial #, location etc...)
	Other Skills <ul style="list-style-type: none"> • Strong Problem solving skills, Multi-Tasking capabilities • Good Analytical skills, Team player, accurate, competent and organized

Job Vacancy Details	
Application Deadline	
Job Type	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Summer Job
Job Description	Position / Title System Administrator
	Salary (Optional) -
	Responsibilities

The System Administrator (SA) is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. The SA ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational IT service level; to enable internal staff and external users (Providers, Payers and Reinsurers) to access NEXtCARE systems on 24/7 availability, in full security and fast performance.

Duties:

- Track all Computers, printers and photocopiers (name, model #, type, serial #, location etc...)
- Handle all requests and specifications of all hardware
- Monitor the physical location of all hardware ('Inventory of Computer & Peripherals' form)
- Maintain and update the 'Peripherals' and 'internet access' logs
- Implement security levels for each user as per request of Management
- Performing the maintenance of backups according to established/developed strategy for disaster recovery; evaluating and modifying disaster recovery procedures and IT security plans according to the business needs
- System / infrastructure documentation and record logs
- Performing the maintenance, upgrade and troubleshoot of the branches/partners connectivity and needs: network maintenance with agreed suppliers / vendors
- Performing / assisting in troubleshooting and diagnosing IT problems and for maintaining IT security authentication including network & application security
- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups
- Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary.
- Perform periodic performance reporting to support capacity planning.
- Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. Configure CPU, memory, and disk partitions as required.
- Provide IT support per request from various users. Investigate and troubleshoot issues.
- Repair and recover from hardware or software failures. Apply all scheduled Systems and Network maintenance after business hours, Coordinate and communicate with impacted users

Job Location	City	Beirut - Gemayze-Rue Pasteur
	Country	Lebanon
Working Days	5 days per week	
Working Hours	From 8:00am till 5:00pm	

Contact Us

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