

Web Manager

We are looking for a qualified Content manager to join our team. You will be responsible for creating, improving and maintaining content of web portal for Driving License Management System. Our ideal candidate is an experienced professional with demonstrable creative writing skills. As a Content manager, candidate should perform well under deadlines and be detail-oriented. Candidates who are also expert in content optimization and brand consistency will be preferred.

Job Responsibilities:

- Create and publish engaging content
- Edit, proofread and improve writers' posts
- Liaise with content writers to ensure brand consistency
- Taking a lead role in maintaining and developing web portal of Driving License System
- Attending meetings to plan and develop site content, style and appearance
- Analyzing website usage statistics
- Writing reports for senior managers, clients and all stakeholders
- Carrying out quality assurance checks on content
- Reporting technical problems to IT support staff
- Will Responds to query from public on website.

Requirements:

- Proven work experience as a Content manager
- Hands on experience with MS Office, WordPress and PHP
- Basic technical knowledge of HTML and web publishing
- Knowledge of SEO and web traffic metrics
- Familiarity with social media
- Excellent writing skills in English
- Attention to detail
- Good organizational and time-management skills

Skill Set:

BS(CS)/ (SE)/MCS, MIT with three years post qualification experience

Minimum one years Software industry experience

Network Administrator/ Project Manager

ESSENTIAL FUNCTIONS:

The Network Administrator (NA) is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. This individual ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational values, enabling staff, volunteers, and Partners.

This individual is accountable for the following systems: Windows systems that support Accounting System for the organization.

System Administration Engineering and Provisioning

1. Install new / existing servers and configure hardware, peripherals, services, settings, directories, storage, etc.
2. Install and configure systems such as supports organizational applications.
3. Develop and maintain installation and configuration procedures.
4. Contribute to and maintain system standards.

Operations and Support

5. 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.
6. Perform regular security monitoring to identify any possible intrusions.
7. Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate i.e disks are created.
8. Perform regular file archival.
9. Create, change, and delete user accounts per request by the top management through proper channel.
10. Investigate and troubleshoot issues.
11. Repair and recover from hardware or software failures. Coordinate and communicate with impacted departments.

Maintenance

12. Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary.
13. Upgrade and configure system software that supports applications for operational needs.
14. Maintain operational, configuration, or other procedures.
15. Perform periodic performance reporting to support capacity planning.
16. Perform ongoing performance tuning, hardware upgrades, and resource optimization as required. Configure CPU, memory, and disk partitions as required.
17. Maintain data center environmental and monitoring equipment.

KNOWLEDGE/ SKILLS:

1. BS(CS), MCS, MIT, MBA-IT degree, with a technical major, such as engineering or computer science.
2. Network Administrator/System Engineer certification in Microsoft.
3. Three years Network administrator experience.