

Positions and Job descriptions under “Smart Office”

Name of Post(s)	Salary /Month	No. of Posts	Eligibility Criteria
Graphic Designer	90,000	01	<p><u>Qualification:</u></p> <ul style="list-style-type: none"> • 16 Years of education in the field of graphic design or any other relevant field. <p><u>Experience:</u></p> <ul style="list-style-type: none"> • Having 5 years of experience with 3 years in graphic designing. • Produce high-quality user interfaces and visual designs -- from concept to execution for web and mobile devices. • Collaborate closely with product managers, other experience designers, engineers, copywriters, and marketers. • Present ideas and designs effectively, lead design review and feedback sessions. • Cut Pro, and Motion or After Effects is required, along with computer drawing, illustration, layout, and photo and video editing skills • Collect and consistently leverage design feedback. • May perform other duties and responsibilities as assigned. • Participate in ongoing software development process improvement. • Manage workflow and deadlines on multiple, simultaneous projects. Contributing to team efforts by accomplishing tasks as needed.
Network/system Engineer	90,000	01	<p><u>Qualification:</u></p> <ul style="list-style-type: none"> • 16 Years of education (BS) in field of IT, systems engineering or computer science or related field. <p><u>Experience:</u></p> <ul style="list-style-type: none"> • Having 5 years of experience with 3 years as a network system engineer. <p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Establish the networking environment by designing system configuration, directing system installation and defining, documenting and enforcing system standards. • Design and implement new solutions and improve resilience of the current environment. • Maximize network performance by monitoring performance, troubleshooting network problems and outages, scheduling upgrades and collaborating with network architects on network optimization. • Undertake data network fault investigations in local and wide area environments using information from multiple sources • Secure network systems by establishing and enforcing policies, and defining and monitoring access. • Support and administer firewall environments in line with IT security policy. • Report network operational status by gathering and prioritizing information and managing projects. • Configure routing and switching equipment, hosted IP voice services and firewalls. • Provide remote troubleshooting and fault finding if issues occur upon initial installation. • Undertake capacity management and audit of IP addressing and hosted devices within data centers. • Liaise with project management teams, third-line engineers and service desk engineers on a regular basis.

Driver	20,000	01	<p><u>Qualification:</u></p> <ul style="list-style-type: none">• Minimum Matriculation. <p><u>Job Description:</u></p> <ul style="list-style-type: none">• To drive safely and cautiously.• To check engine oil, radiator, battery water, brake oil, and changing oil, tires, filters and battery etc. at appropriate time.• To wash, clean and polish the vehicle.• To manage time in reaching destination.• To identify and faults and personally supervise the repairs of vehicle at the workshop.• To abide by traffic rules.• To ensure safety and security of vehicle and machinery at his disposal.• Any other duty assigned to him by his seniors.
---------------	--------	----	---