



JOB DESCRIPTIONS

Branch		IT
JOB TITLE		Deputy Director IT
BPS		18
MINIMUM EDUCATION / SKILLS		<ul style="list-style-type: none"> • At least 8 - 10 years experience in following domains:- <ul style="list-style-type: none"> ○ Software based data center development and management. ○ Network security and application security. ○ Database administration, data management and ERP development. • Sufficient experience latest of .Net based technologies & SQL • CCNP/CCIE or CEH or any other equivalent with proven experience in relevant domains will be preferred.
Ser	Duties & Responsibilities	
1.	Works in close collaboration with the Director of Information Technology in providing leadership, direction, and guidance to staff and managing operational activities to achieve the department's long and short-range goals and business objectives.	
2.	Directs the provision of IT support and services, managing the IT department's work teams and units including: Instructional Technology, Help Desk, Computer Labs, Media and Audio-Visual, Server and Network Administration & Security, and Communication services.	
3.	Assists the Director of Information Technology in formulating and implementing policies, procedures, and standards. Implements and manages customer support and technical services support models that address and bring resolution to the technical needs of the college.	
4.	Directs supervisors and IT staff working on projects to assess and improve campus IT operation and resolve client issues. Leads teams in the design and implementation of customer support and technical support models that address and meet the technical needs of the college. Makes recommendations for technical improvements to business processes.	
5.	Analyses, develops, and recommends plans and solutions to operational, management, business process, or college wide telecommunications and Data Center operations services including hardware and software activities and associated problems.	
6.	Recruits, interviews, and selects qualified staff. Defines roles and responsibilities of employees and work teams. Administers personnel actions and enforces personnel policies and procedures. Participates in resolving employee/labor relations issues.	
7.	Identifies and facilitates training and professional development opportunities for staff to support skill development.	
8.	Develops and maintains services catalog describing the offerings of ITC services and participates in the development of service level agreements for the delivery of those services.	
9.	Identifies opportunities to develop systems that will enhance operational efficiencies; evaluates and recommends new tools and methodologies that will expedite or enhance the operational/development process.	
10.	Assists in preparing, monitoring, and administering annual budget for the department, including staffing, equipment and supplies.	
11.	Oversees the inventory and reconciliation of all newly procured technology materials and ensures accurate product tracking and delivery to appropriate requesting department. Maintains detailed and up-to-date records of all campus technology purchases.	
12.	Coordinates reviews and analyses requests for proposals ensuring compliance within technical specifications.	
13.	Works collaboratively to coordinate system availability, performance management, and capacity planning issues; assures timely, accurate and prompt turnaround of work orders/requests.	
14.	Monitors workload statistics in support of achieving service level agreement goals; and reviews plans for new construction, remodelling or requests for telecommunications and data communications services requirements.	
15.	Acts on behalf of the Director of Information Technology in his absence as directed.	



JOB DESCRIPTIONS

Branch		IT
JOB TITLE		Software Engineer (.Net)
BPS		16
MINIMUM EDUCATION / SKILLS		<ul style="list-style-type: none"> • At least 2 years experience with C#.Net, SQL Server, MySQL, MVC, N-Tier architecture, WinForms, Crystal Reports, WCF and Web API. • Ability to work with 3rd party SDK's Hardware. • Experience with JQuery, Asp.Net and .Net Core will be plus.
Ser	Duties & Responsibilities	
1.	Development of DHA Multan ERP and other supporting services	
2.	Modifying software to fix errors, adapt it to new hardware, improve its performance, or upgrade interfaces.	
3.	Performing system testing and validation procedures.	
4.	Performing software programming and documentation development.	
5.	Consulting with departments or customers on project status and proposals.	
6.	Working with customers or departments on technical issues including software system design and maintenance.	
7.	Analyzing information to recommend and plan the installation of new systems or modifications of an existing system.	
8.	Consulting with networking staff to evaluate software-hardware interfaces and develop specifications and performance requirements.	
9.	Database Management and Backups	
10.	Project planning	
11.	Designing and developing software systems using scientific analysis and mathematical models to predict and measure outcomes and design consequences.	
12.	Preparing reports on programming project specifications, activities, or status.	
13.	Providing Analysis reports and Data mining.	
14.	Providing Technical support to branches in development and Improvement of procedures.	
15.	Making work flow easier and reliable using technical proficiencies and analysis.	
16.	Providing technical support in server maintenance and Backup services.	
17.	Improves operations by conducting systems analysis; recommending changes in system procedures.	
18.	Protects operations by keeping information confidential.	
19.	Any other tasks assigned by branch head.	