

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV321

Company Name: **AL Foah**

Company Type: Semi-Government



Job Position/Title:	Hardware Specialist	Academic Major:	computer engineer/computer science/Information Technology
Salary Range:	15,000-25,000 AED	Years of Experience:	Fresh Graduate to 2 years of experience
Job Location:	Al Ain	Job Type:	Full time
Nationality:	Only UAE Nationals	Gender:	Male
Job Description:	ROLE PURPOSE: Maintain, design, develop, and operate a high-speed network facility, including links, switching systems and network monitoring and control facilities to ensure that all installation is done as per the infrastructure plan. KEY ACCOUNTABILITIES: <u>Admin</u> - Work closely with quality assurance to identify the bug and building fixes to ensure a smooth system in Al Foah Company. - Analyze user needs and recommend appropriate hardware in order to facilitate accuracy of system data & functionality. - Evaluate factors such as reporting formats required, cost constraints, and need for security restrictions to determine hardware configuration. - Update knowledge and skills to keep up with rapid advancements in computer technology. - Follow up on all devices/equipment (printers, pc , faxes and cameras) which are around 200 Pcs, 100 printers and more than 120 cameras to ensure that all maintenance are scheduled regularly and all programs are installed and updated as per Al Foah procedures and to ensure that the associated hardware is safeguarded. - Follow up and update if needed the time and attendance system to ensure that the HR department operation is moving smoothly and to coordinate with suppliers if any problems appear. - Join all PCs to the domain and install standard applications like antivirus programs to ensure that all programs are up – to – date. <u>Network & System Engineer</u> - Confer with IT staff and consult specifications to evaluate interface between hardware and software and operational and performance requirements to ensure that the overall system is running as per plan. - Develop, operate and maintain network checks to test and evaluate the accessibility of modems and computers for users. - Ensure that all programs used by Al Foah employees are all licensed and aligned with the system administrator.		

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- Support the network administrator in extending cables (fibre and UTP cables) to determine the proper path of cables according to the IT plans.
- Hardware Management**
- Creates hardware design solutions such as digital circuit design, firmware applications, microprocessor-based board level design, robotics control, printed circuit board layout, digital signal processing, or real time embedded multiprocessor design to make modifications to product line if necessary.
 - Test and verify hardware and support peripherals to ensure that they meet specifications and requirements, analyzing and recording test data. Assemble and modify existing pieces of equipment to meet Al Foah special needs.
- Vendor/Supplier**
- Maintain relationship with vendors to ensure that orders of necessary parts are available on time.
 - Revise, enhance and maintains vendor-supplied communications system hardware and software components to optimize performance of the communication network.
 - Order all equipments like toners for printers, copy machines and faxes to ensure that usage is not exceeding the analysis figures planned for the year.
- Season Preparation**
- Recommend purchase of equipment to control dust, temperature, and humidity in area of system installation to ensure a quick and smooth operation.
 - Monitor functioning of equipment and make necessary modifications to ensure system operates in conformance with specifications during season.
 - Provide technical support to customer service employees in RC, sales departments and other team members throughout the product development to ensure the implementation process is going as plan and any problems are solved directly.
 - Install the DRS program on all computers used during the reason by RC employees in order to report any malfunction to the ERP consultants.
- Policies & Procedures**
- Facilitate the implementation of approved System Implementation policies & procedures across Al Foah and monitor adherence to same to ensure effective system management.
- Continuous Improvement**
- Contribute to the identification of opportunities for continuous improvement of hardware, systems, processes and practices taking into account 'international best practice', improvement of business processes, cost reduction and productivity improvement.
- MIS and Reports**
- Prepare MIS statements and periodic reports of hardware/system Implementation activity timely and accurately to meet Al Foah and department requirements, policies and standards.
- JOB CONTEXT:**
- Met management expectations in solving all problems in a very short time.

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	Try to solve the issue of humidity, dust and paper jam especially during season. Installation and maintaining of all hardware in Al Foah Company.
Minimum Qualifications:	- Bachelor Degree. - Language proficient in Arabic and English (written and spoken). - Communication skills. - Time Management / Organizing - Interpersonal Skills - Attention to details - Ability to work under pressure - Advanced knowledge in agricultural engineering equipment and methods. - Development & Creativity. - Keep updated with all new course knowledge.
No. of Positions Required:	1
Job Close Date:	March

To Apply, UAEU Graduates/Alumni should send their CVs to:
malnauimi@alfoah.ae

And

JN@uae.ac.ae

Please mention "UAE University: Full Name" & "Job Reference No.: JV321" in your email Subject in case we lost your information during filing. Only doc/PDF/Zip files are acceptable.

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