

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.: JV325

Company Name: **AL Foah**

Company Type: Semi-Government



Job Position/Title:	Senior Network Administrator	Academic Major:	Networking
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:	Both
Job Description:	<u>ROLE PURPOSE:</u> The purpose of this position is to install and maintain the information and operating systems that best meet end-user business needs (such as switches, routers, wireless, cabling, cabling structures etc). The position is also responsible for ensuring front-end security and compliance with approved procedures. <u>KEY ACCOUNTABILITIES:</u> <u>Asset Database</u> - Maintain IT asset database in order to ensure location and accountability of all equipment. - Create / delete users and assign user names and passwords to systems as appropriate. <u>Service Provider Coordination</u> - Liaise with suppliers and sub-contract service providers for the maintenance of IT equipment, ensuring regular schedules are adhered to. - Ensure all service contracts are in place and all services providers are performing inline with the set and agreed terms. - Play an active role and efficiently coordinate with the procurement department to facilitate any network procurement requirements. <u>Connectivity</u> - Monitor servers and network connections (including LAN and WAN connections) and accurately identify & report faults to the concerned personnel to take immediate action and resolve the problem at the earliest possible. - Provide technical assistance to ensure smooth running of IT operations at all times and maintain uninterrupted flow of work. - Ensure the maintenance of the server room temperatures as per the recommended standards. Ensure all Network Load Balancing (NBL) resource activities / requirements are met depending on season and off season requirements. <u>Knowledge Enhancement / Self Development</u> - Keep informed of developments in the IT support field in order to enhance own expertise and knowledge level. <u>Policies, Systems, Processes & Procedures</u> - Follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and		

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	consistent manner. <u>Continuous Improvement</u> - Contribute to the identification of opportunities for continuous improvement of IT systems, processes and practices taking into account 'international best practice', improvement of business processes, cost reduction and productivity improvement. <u>MIS and Reports</u> - Assist in the preparation of timely and accurate departmental MIS statements and reports to meet Al Foah and department requirements, policies and standards.
Minimum Qualifications:	- Bachelor Degree. - Language proficient in Arabic and English (written and spoken). - Organized - Problem Solving - People Management - Sound technical knowledge - IT / Computer skills - Communication skills.
No. of Positions Required:	1
Job Close Date:	June

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.: JV325" in your email Subject in case we lost your information during filing. Only doc/PDF/Zip files are acceptable.

JOB NAVIGATOR

Locating Your Career Path

