



Women Medical & Dental College.

A. JOB DESCRIPTION

Job Title	Assistant Manager IT.	Emp ID/ Reference Number	
Department	IT Department	Working Hours	8 am to 2 p.m. (Monday to Saturday)
Location of post	WMC, Abbottabad	Salary	
Reports to	Director IT, WM&DC	Job type	Permanent.

PURPOSE OF JOB

- Responsible for managing information technology and computer systems.
- Responsible for planning, organizing, controlling and evaluating IT and electronic data operations.
- Responsible for providing technical support to WM&DC and its allied institutes.
- Responsible for troubleshooting, maintaining and repairing WM&DC technology assets and infrastructure but not limited to workstations, servers and networking components.
- Responsible for ensuring security of data, network access and backup systems, data storage.
- Basic knowledge of network fundamentals, general network setup and device configuration.
- Responsible for identifying problematic areas and implementing strategic solutions in time.
- Responsible for maintaining inventory of all hardware products and software licences.
- Excellent command on MS office suit, Database management, Programming standards & SDLC.
- Ability to multitask and work under pressure.
- Responsible for managing communications and working relationships between IT and other departments of WM&DC, its allied institutes as well as multiple outside IT service providers.
- Any other task/duty assigned by IT Director/Principal.

Team Structure

This position will be reporting to the IT Director. The post holder will also be required to work on a daily basis with all departments.

KEY RELATIONSHIPS

The post holder will need to develop successful relationships with:

- With all departments.

OTHER IMPORTANT FEATURES OR REQUIREMENTS OF THE JOB

Occasionally working after official working hours and weekends may be required.

Prepared by	Human Resource Department	Sign	
Approved by	Principal, Women Medical & Dental College.	Sign.	

B. PERSON SPECIFICATION

	Essential	Desirable
Skills and Knowledge	<p><u>Required Skills&Knowledge</u> <i>Excellent Knowledge of technical management, information analysis, and of computer hardware/software systems. Hands-on experience with computer networks, network administration and network installation.</i></p> <p><u>Communication Skills</u> <i>Good oral & written skills, timely and speedy communication of requests/incidents reporting.</i></p>	<p>Other Skills: <i>Excellent management, supervisory, analytical, problem solving, teambuilding and decision making skills.</i></p>
Experience	2+ years' proven working experience as Asstt.Manager IT or in similar capacity supervisory role.	2+ years' proven working experience as Asstt.Manager IT or in similar capacity supervisory role.
Qualifications	BS in Computer Science / Software Engineering (16 years of education) from HEC recognized University.	BS in Computer Science / Software Engineering (16 years of education) from HEC recognized University.