



Vacancy Announcement  
(Announcement Number: 13-15)

USAID/Nepal invites applications for employment from all interested and qualified candidates for the position of Computer Management Assistant in the Information Resource Management Office (EXO/IRMS), under a Personal Services Contract subject to availability of funds.

OPEN TO: All interested and qualified Candidates  
POSITION: Computer Management Assistant, FSNPSC-9  
OPENING DATE: December 24, 2013  
CLOSING DATE: January 7, 2014 – 5:00 P.M Kathmandu time  
WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARYLY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

**BASIC FUNCTION OF THE POSITION:**

The position, located in the Information & Resource Management Division (IRM) of the Executive Office, is responsible for assisting in the management of computer systems and automated programs. The incumbent will provide technical and administrative support to the Computer Room under the supervision of the Computer Management Specialist. The incumbent assists the Computer Management Specialist in the day-to-day operations, development, installation, repair, maintenance, support and management of workstations, Personal Computer and Local Area Network (PC/LAN) and Personal Computer (PC) and Server hardware, Smartphones, software, peripherals, data communication equipment, VOIP, accessories, auxiliary equipment and automation facilities. The incumbent is responsible for the development, installation, operation, backup, and maintenance of the Mission's network and desktop installations. S/he will be responsible for maintaining the Mission's LAN hardware for approximately 100 users, 120 workstations, modems, routers, switches, scanners, printers, and various other peripherals of computer equipment.

The work involves comparing the organization's work process to Local Area Network (LAN) system capabilities and developing methods to improve both, operating the day-to-day network and maximizing system performance; providing management advisory services, user support and training. The incumbent is expected to develop, implement and manage the computer-training program on different Applications and Operating Systems. The incumbent should ensure the uptime of communication links at all times.

## **REQUIRED QUALIFICATIONS:**

NOTE: All applicants are instructed to address each selection criterion detailed below. Candidates must meet all of the following requirements:

1. Education: A Bachelor's degree in computer science or a related field is required.
2. Prior Work Experience: Minimum five years of progressively responsible technical experience in the field of Information Technology (IT) is required. At least three years of experience with a Non-Governmental Organization or International Organization with Experience on Network Administration, Maintenance and support is highly preferred.
3. Level IV (Speaking, Reading and Writing) Nepali and English are required.
4. Job Knowledge: Knowledge of practices in support of IT networks in a service oriented organization, as demonstrated through work history, references, interview and written testing, is required. Local Area Network/Wide Area Network (LAN/WAN) management, hardware/software support and user support experience, Knowledge on Cisco product Configuration, Experience on Microsoft Windows Servers (Active Directory, Exchange, File/Print, Internet Information Services (IIS), System Center Configuration Manager (SCCM). Microsoft or Cisco Certifications highly preferred. Knowledge on VMWare and Google Apps would be an added benefit.
5. Skills and Abilities:
  - Technical skills to maintain hardware devices, network devices and software.
  - Ability to develop data base applications
  - Strong communication skills and the ability to deliver technical training to non-technical users as demonstrated through written materials and interview.
  - The ability to work in a team with good interpersonal skills as well as capability to work independently when required is a must.

A detailed job description for the position can be obtained by visiting USAID/Nepal website at <http://www.usaid.gov/nepal/careers>

Interested applicants should submit a cover letter and a resume - not to exceed 3 pages - and any other documentation that addresses the qualification requirements of the position as listed in the full job description. Please provide names of three references and their contact numbers and email addresses as well. Please send your application to the attention of USAID/Nepal Human Resources Office, U.S Embassy Maharajgunj, G.P.O. Box. 295, Kathmandu, Nepal. Applications may be sent electronically to: [USAIDNepalHR@usaid.gov](mailto:USAIDNepalHR@usaid.gov)

*Only short listed applicants will be contacted to participate in the hiring process.*

*USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from Disadvantaged caste, under-represented ethnic groups, and women are especially encouraged to apply.*