



Job Announcement

Position Title: Jr. Network Administrator
Duty Station: Kabul
Reports To: IT Network Specialist
No. of Position: 1 Position
Vacancy Number: AF-75-2021
Position Announcement close date: May 15, 2021

AUAF Background:

Founded in 2006, the American University of Afghanistan (AUAF) is a private, non-profit nationally-accredited university offering an American-style liberal arts education. We are a dynamic university with a student population of over 1000 students. The Department is seeking qualified candidates to fill the position **Jr. Network Administrator**. A review of applications will begin immediately and will continue until the position is filled. The job is located in Kabul, Afghanistan.

Position Summary

Under the direct supervision of IT Network Specialist and in close coordination with the IT Network Specialist the Jr. Network Administrator is responsible to provide first line Information Technology networking support to all the end-users.

The major responsibility of the Jr. Network Administrator is to design, implement, administer and troubleshoot various LAN, WAN and WLAN technologies. The responsibility mainly includes CAT6 and specifically Fiber Optic cabling, designing, installation, termination, testing and labelling. The prime focus of Jr. Network Administrator would be to work on-site and take care of the problems and network issues in various sites.

Key Outcomes include:

- Efficient and Effective IT services should be provided to all staff members, faculty and students of the American University of Afghanistan (AUAF) for both campuses
- All IT projects in the west and international campuses should be properly overseen and implemented on high standards and with special dedication

Duties and Responsibilities

The overall responsibilities of the Jr. Network Administrator are listed below but not limited to;

- Responsible to run, deploy, terminate, test and label network CAT6 and Fiber Optic cables around both AUAF campuses
- Responsible to create, update and follow Standard Operating Procedure (SOP) for all the network hardware and software operations at the AUAF Network
- Responsible to monitor and troubleshoot the performance and security of the network and its various systems in place through OP Manager and other systems
- Responsible to assist with the setup, configuration, and support of the internal and external networks that consist of various Cisco Switches, Cisco Routers, Unifi Access Points, Super-Wi-Fi, Fiber Optic (OSP) solutions

- Responsible to maintain a recent backup of all network appliances, and hardware configurations. This includes assistance for network appliances IOS upgrades, patches, and deploying new applications and equipment
- Responsible to perform routine audits (physical and logical checkups) for all the network equipment installed around AUAF campuses
- Responsible to assist with implementation of flexible backup strategies and disaster recovery services for all the network appliances, interconnections and fiber links
- Responsible with sense of urgency and provide customer friendly technical support and guidance
- Responsible for aligning the antenna on towers
- Responsible for troubleshooting Air fibers
- Monitor, maintain, configure and troubleshoot fixed wireless backbone
- Monitor, maintain, configure, and troubleshoot switching, routing and associated network equipment.
- Performs routine inspections of cabling and power connections in both campuses
- Hosted VoIP solution installation, repair, troubleshooting

Qualification Requirements:

- B.Sc. degree in Information Technology, Computer Science or equivalent
- 4 years experience in the related field
- Certifications Required at least: CompTIA Network+, CCNA R&S
- Certifications Preferred: CCNA Wireless

Skills:

- The incumbent should be very good in English speaking and writing
- The incumbent should have strong communication and analytical skills
- The incumbent should have international working environment knowledge
- The incumbent should be flexible for afterhours work when required

To Apply

To apply, please send as a single PDF document: a cover letter, curriculum vitae (CV) and contact information for three references to nationaljobs@auaf.edu.af Review of applications will begin immediately and will continue until the position is filled. Please, include **AF-N-75-2021- Jr. Network Administrator** in the subject line of the email, otherwise, the application will not be considered. Applications in languages other than English will not be reviewed. Please be advised that only shortlisted candidates will be contacted. A written test or example of work may be used as a form of screening.

If shortlisted, the applicant is expected to provide official proof of academic degrees (transcripts sent from the degree-granting school directly to AUAF).

AUAF does not charge recruitment fees to applicants.

AUAF is an equal opportunity employer that values diversity at all levels. AUAF follows a strict non-discriminatory policy in its selection and employment practices. All applicants will receive equal consideration and applicants from all ethnic, religious and economic backgrounds are encouraged to apply.