

## **GreenDigital Limited**

### **Terms of Reference**

#### **Associate Analyst (IT/Network), Operations, Projects & Contract Management Department**

The primary duties of this position include maintaining computer networks within the organization, connectivity to the up-stream provider, hardware such as routers and switches, software, and other related systems, performing disaster recovery operations, protecting data, software, and hardware from attacks, and replacing faulty network hardware components when necessary. You will also be working closely with our system engineers and network users to identify potential issues and fix existing problems.

To be a successful candidate, you will need to have a strong understanding of network infrastructure and network hardware. You will also need to implement, administer, and troubleshoot network devices, including WAPs, firewalls, routers, switches, and controllers. An in-depth knowledge of application transport and network infrastructure protocols; and routing and switching protocols is highly desired.

The Associate Analyst shall work in the Operations, Projects & Contract Management Department.

#### **Specific Duties and Responsibilities:**

The Associate Analyst will be tasked with a wide range of activities related to the development and maintaining related tasks. Regular responsibilities include but are not limited to:

- Maintaining and administering computer networks and related computing environments, including routers, switches, computers and other networking devices.
- Performing disaster recovery operations and data backups when required in close coordination with the System Engineer and the Developers.
- Protecting data, software, and hardware by coordinating, planning, and implementing network security measures such as the filters/firewalls on the interface facing the internal/external network of the organization.
- Troubleshooting, diagnosing and resolving the network and system problems.
- Replacing faulty network hardware components when required.
- Maintaining, configuring, and monitoring virus protection software/firewalls and ensure proper check of the transit and internal filters.
- Monitoring network performance and the bandwidth usage to determine if adjustments need to be made in consultation with the up-stream provider.
- Conferring with network users about solving existing network issues.
- Plan and implement different network access levels depending on the nature of the users within the organization.
- Designing, configuring, and testing networking software
- Work effectively with Product Managers/Supervisors and relevant stakeholders to ensure delivery against agreed priorities.
- Responsible for his/her own work planning against objectives set in agreement with your immediate supervisor.
- Provide Cyber Security Risk Assessment/ System Security Audits to the organization in coordination with System Engineer.
- Provide Penetration Testing and in-depth analysis of security assessment of the organization and recommend security measures to be implement eg. Security as the managed service.
- Educate relevant officials on the aspects of Cyber Security and probable outcome and the measures against the outcome at the user level.

#### **Qualification & Experience Requirement:**

He/she must/ should have:

- Candidates must have a Bachelor's degree in Computer Science or in related fields with a min. of 60% aggregate. Min. of 70% in Class XII (aggregate of English and best four subjects) and 70% in Class X (aggregate of all subjects)

**Preferred Traits:**

- Strong understanding of network infrastructure and network hardware.
- Ability to think through problems and visualize solutions.
- Ability to implement, administer, and troubleshoot network infrastructure devices, including wireless access points, firewalls, routers, switches, and controllers.
- Knowledge of TCP/IP Protocol and the addressing/working of IPv4 and IPv6 protocols.
- Ability to create accurate network diagrams and documentation for design and planning network communication systems.
- Provides specific detailed information for hardware and software selection.
- Ability to quickly learn new or unfamiliar technology and products using documentation and internet resources.
- Ability to work with all levels of staff within and outside of IT and outside the organization.
- A self-starter able to work independently but comfortable working in a team environment.
- Good analytical and problem-solving skills.
- Dependable and flexible when necessary.
- Network Security experience.
- Experience in efficient management and implementation of LAN and WAN best practices.
- Study and implement outbound-inbound filters for the traffic generating from the organization or towards the organization, using best security practice.

**Skill Requirement:**

- Hands-on experience and skills in networking, routing, and switching.
- In-depth knowledge of best practices around management, control, and monitoring of network devices not limited to WAPs, routers and switches.
- Applicable experience with firewalls, secure VPN connectivity as a means of reaching applications remotely.
- Outstanding organizational and time management skills.
- Analytical thinker and problem solver.
- Attention to details.

**Other requirements:**

- Curriculum Vitae.
- Copy of Master's/Degree Certificates and Academic transcripts, Academic transcripts of class 10 & 12.
- Letter of job experience
- Copy of Citizenship ID Card.
- Security Clearance Certificate (approved online).
- Medical Fitness Certificate.
- Audit Clearance (if applicable)
- Two Recommendation letters from non-family related referees.

**Employment Type:**

- Regular

**Salary & Others Benefits:**

- Salary and benefits shall be fixed within the existing pay scales.

**Place of Posting** *(TBD)*