

# CAREER OPPORTUNITY

- Foundation Power Company Daharki Limited (FPCDL) intends to hire services of a qualified & experienced IT Professional with particular expertise in ERP, for the post of IT & Communication Officer at its Head Office, Rawalpindi for an initial period of two years (extendable as per Company Policy).
- Detailed terms & conditions for submission of application are available on the FPCDL website [www.fpcdl.org.pk](http://www.fpcdl.org.pk)
- Eligible candidates may submit applications by 31 Dec 2019. Applications received after due date will not be entertained. The shortlisted candidates will present original documents at the time of test/Interview.
- No TA/DA will be admissible for the appearing in the test/interview.

## **Company Secretary**

Foundation Power Company Daharki Limited, 4th Floor, Block-3,  
Fauji Towers, 68 Tipu Road, Chaklala, Rawalpindi  
Tel: +92 51 5763305-6, Email: rizwan.shaukat@fauji.org.pk

## **Terms and Conditions of Service – IT & Commission Officer**

1. **Title**. IT & Communication Officer.
2. **Pay Scale**. Company Pay Scale 7.
3. **Age**. Maximum 40 years on the date of Interview.
4. **Job Purpose**. To configure, maintain and upgrade SAP, computer systems and network segments to ensure that technology infrastructure runs smoothly and efficiently at the Company.
5. **Qualification**. Bachelors of Computer Sciences (Honours) with minimum 2.7 out of 4.0 CGPA from HEC recognized university.
6. **Experience Required**
  - a. Minimum 5 years field experience in a reputed public sector or corporate sector organization.
  - b. Expertise in ERP, preferably SAP (finance, accounting, procurement, inventory, HRMS etc).
  - c. Hands-on experience maintenance of IT and communication hardware, system administration including application software, local area network, wide area network, firewalls, servers and management of mini data centre (server room).
  - d. Be able to impart IT knowledge / training to staff, make power point

presentations. Maintain Company's website and portal.

7. **Contract Duration**. The Contract will be for a **fixed term of Two Years**. However, after two years of service, a review by the Company Management will be conducted to ascertain the suitability for Extension in Service Contract for next period.

8. **Responsibilities**

a. **Core Duties**

- (1) Manages all matters related to the Company's IT and Communication hardware, licenses, software application and local area network.
- (2) Operation functioning and management of ERP (SAP) ensuring its 24/7 availability.
- (3) Training of all concerned employees on the ERP applications used in the Company and other software.
- (4) Updates and maintains Company's website and portal.
- (5) Supervises Junior Technical Assistant in maintaining all the equipment (computer systems, Laptop, mobile devices, telephone exchange devices, internet connectivity, printer, photocopier, scanner, High Definition Multimedia Interface HDMI).

- (6) Administering accounts for new users on different applications.
- (7) Ensure maintenance of server room at Company's Head Office including server and other facilities.
- (8) Devise, update and implement all SOPs related to IT and Communication matters in the Company.

b. **Cyber Security**

- (1) Devise, update and implement cyber security policies in the Company.
- (2) Implement and maintain emergency backup and restore systems for mission-critical network servers.

c. **Equipment Procurement. Installation. Integration & Inventory Management**

- (1) Carryout need assessment, preparation of general service requirements / specifications of IT equipment, estimates / RFPs, advertisement and seek approval for procurement of hardware / services / software as required.
- (2) Advise/ assist and oversee procurement of IT and communication hardware of the company including license of software.
- (3) Install and integrate new server hardware and software applications including user training.
- (4) Keeps record of equipment, software, and licenses.

d. Office management functions of IT section at Head Office.

9. **Terms and Conditions of Services**

a. The contract will be for a fixed term of two years (first six months will be on probation). After two years, extension in service may be granted after review of performance by Company.

b. **Perquisites**

<b><u>Ser</u></b>	<b><u>Details</u></b>	<b><u>Remarks</u></b>
(1)	Basic Pay	} Company Pay Scale 7
(2)	Yearly increment in Basic Pay	
(3)	House Rent @ 45% of Basis Pay	
(4)	Annual bonus (subject to Company performance)	
(5)	Earned leave	} As per Company Policy
(6)	Medical (Self & family)	
(7)	Conveyance allowance (fixed amount)	
(8)	Telephone allowance (fixed amount)	
(9)	Provident Fund & Gratuity	
(10)	20 days causal leave	