

Job Opening: System Administrator

Centre for Development Economics, Delhi

Centre for Development Economics (CDE) is a research adjunct of the Delhi School of Economics (Department of Economics). It was established in 1992 with a grant from the Ministry of Finance, Government of India. CDE is a small non-profit organisation that supports research activities of the Department of Economics. This includes, inter alia, organising international and national seminars, workshops and lectures, managing research projects, hosting academic visitors, providing IT services to faculty and students and any other research support department faculty may require. The management of CDE is through a Council comprising faculty members.

Qualifications: Graduate with diploma in computer hardware and networking or Diploma in Computer Engineering or equivalent. Applicants with B. Tech. Computer Engineering / MCA will also be considered. Mathematics up to Senior Secondary is a must. The candidate should have good written and oral communication skills in English.

Knowledge of the following is required:

Servers: File, Print, Web Server running on UBUNTU, Linux and Window server. Good knowledge on web services like Apache/Tomcat, SSH, DHCP, DNS, SQUID Proxy, SAMBA, CUPS, Roaming and Radial services

Networking and wi-fi systems and services: Switches (L2/L3), Wi-Fi controller and Access point. Deployment of network resource access services on different ICT devices and gadgets based on MAC, password and group password access policies. Sound knowledge on VPN, V-Lan and web-based programs

Security services: Firewall (IDS/IPS), Antivirus, server and system updates.

ICT systems configuration and maintenance: Troubleshooting of Desktops, Monitors, Laptops, tools on data achieving, printers, and functioning of UPS systems.

Website and Web contents: Dynamic Website development for Institutional use by using HTML, PHP, JAVA, CSS and CMS tools Drupal, Wordpress, Joomla etc. with MYSQL at the backend.

Application software: Good knowledge of MS Office, Picture and video editing tools like Adobe Photoshop, Dreamweaver etc.

Audio Visual equipment: Handling and basic troubleshooting of Projectors, Digital Podium, Webcast, conference recoding systems, video conferencing systems, PA systems & mixers etc.

Statistical Software: Knowledge on data handling with SPSS, R, STATA, MATLAB and big data analysis.

Experience: At least 2 years in a similar role.

The ideal candidate will be a dynamic self-starting person with a willingness to learn. This position offers high visibility and scope for professional growth. An earlier occupant of this position has gone on to become Systems Manager of a large computer centre at an international organisation.

Remuneration will be based on qualifications and experience. It includes contribution to medical insurance and leave benefits. This is a contractual position.

Please apply with a CV and names and contact information of 3 references to jobs@econdse.org

The position is available immediately. Applications will be accepted till it is filled.

Only shortlisted candidates will be contacted and invited for a face to face interaction.