

Job Title	Assistant Manager (IT)
Location	MUFAP Head Office, Karachi
Salary range	Market based
Employment type	Full-time
Employment status	Permanent
Reporting line	Manager IT
Apply at	careers@mufap.com.pk (mention position in subject)
Due date	June 30, 2021

Job Summary:

We are currently seeking for passionate, self-motivated and dynamic mid-career IT professional with good communication abilities and who pride himself with his ability to deliver extraordinary levels of services in our day to day IT related needs.

Roles & Responsibilities:

- i. Monitor the operation and security of all computer hardware and ensure that it is operating properly.
- ii. Ensure that all software runs with no output errors, no response time problems and functioning according to specifications.
- iii. Maintain accurate IT inventory and record of all hardware, software and licenses purchased by the Company.
- iv. Prepare, maintain and track IT budget as per the need of the Company.
- v. Assist his superiors and other office staff with procurement of necessary IT related materials and equipment which are efficient and cost-effective.
- vi. Carry out the repairs and maintenance of entire IT infrastructure inclusive of LANs, WANs, internet security / firewalls, and wireless implementations.
- vii. Act as the primary contact for all our members, investors, regulators and other outside parties in all IT related matters and resolving issues on priority basis.
- viii. Respond to all users request and provide them with adequate IT based support.
- ix. Maintaining periodical back-ups of all the user data and MUFAP website.
- x. Publish any announcement or news on MUFAP website.
- xi. Follow up in updating members data on MUFAP website;
 - AUM;
 - NAV;
 - Dividend and payout details of all funds;
- xii. Perform Newsletter designing and composing work on quarterly basis.
- xiii. Any other IT related tasks assigned by reporting hierarchy.

Qualification/Educational and Experience requirements:

- i. BS/BE in computer science/ computing technology with 5 years of experience OR MS in computer science /IT/Data Science with 3 years of experience;

- ii. Proven experience as IT Assistant Manager/Supervisor or similar role;
- iii. Sound understanding of computer systems (hardware/software), networks etc;
- iv. Experience in analysis, implementation and evaluation of IT systems and their specifications;

Preferred Skills:

Any certifications or qualifications from reputable institute which is in line with the roles & responsibilities stated above will be preferred.