

TERMS OF REFERENCE

Position: System Administrator
 Name of Institutions: Lord Buddha Education Foundation
 Duty Station: Maitidevi
 Department/Division: Computer Lab
 Reports To: Dean Academics and Executive Director

POSITION SUMMARY:

Responsible for supporting all aspects of day to day operation of instructional technology in computer labs, classrooms as well as other non-academic departments.

KEY DUTIES & RESPONSIBILITIES:

SN.	Key Responsibilities	Description
1	Ensuring overall maintenance and security	To ensure proper maintenance and security of all aspects of the computer within the academic and non-academic department
2	Maintaining hardware and software	Support hardware and software maintenance in computer labs and classrooms
3	Maintaining the stock and inventory	To check, maintain and arrange the stock and inventory of all the assigned equipment, supplies and software etc.
4	Recording lab practical	To record the practical lab report of each and every student having practical exams
5	Lab book entry	To enter the records of all the lab book presented by students.
6	Record Lab class	To check the number of lab classes in a month and make record of it.
7		
8	Reporting	To prepare and present the report to concerned person (As & when required/demanded to produce). Reports like: <ul style="list-style-type: none"> • Weekly work done report(You need to send this report to your immediate supervisor and mark cc to reports@lbef.edu.np) • Practical Class Report • Monthly lab class report • Others as required by supervisor
9	Others	Other duties as assigned by supervisor

Skills Required for the Job

Skills	<ul style="list-style-type: none">• Knowledge about systems• Network skills• Hardware and Software skills
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Important about terms and conditions –

1. I have read and understood my job duties and responsibilities and will work accordingly.
2. I know and agree that if I fail/deny to complete the assigned tasks/duties (as mentioned above) on time, I will be liable for disciplinary actions by the management which may lead to termination of contract without any prior notice.

Employee Name: _____

Date: ____ / ____ / ____

Signature: _____