



JOB DESCRIPTION

Position Title	:	Network Officer
Department	:	IT Operation
Report to	:	Network Supervisor
Reportee (if any)	:	N/A
Location	:	Phnom Penh

I. Position Summary:

The Network Officer is responsible for maintaining computer networks, cameras, printers, and projectors and solving any problems that may occur.

II. Duties and Responsibilities: *(Verbs are listed below for reference only)*

The overall job description below outlines the main areas of responsibilities of the Employee:

- Install computer software and hardware for staff to ensure it follows the IT policies;
- Maintain and repair computer hardware & software, printer, scanner, and projector...etc. to ensure the problem would fix on time after being reported;
- Configure and/or create email or domain accounts for staff and students to ensure work continuously;
- Setup computer lab for every semester to ensure students can practice in an IT lab environment;
- Setup and manage student's network infrastructure, to ensure the student can access their resource within the student network;
- Classroom Support (Student & Lecturer) with the technical task to ensure a better study experience;
- Setup network (Wireless, Cable) and phone line for staff, to ensure staff can connect to the campus's work environment;

III. Minimum Qualifications and Requirements:

1. **Experience:**

- At least 1 year of experience in IT support.
- Know basic networking knowledge (network cabling, ISO Layer (troubleshooting), Windows configuration).
- Knowledge of Client and Server environments.
- Can speak and write in English.

2. **Education:**

- At least study in year 3 BA IT Networking.

3. **Skills/Competencies:**

- Features of Windows both client and server
- And Feature of Linux is a plus

4. Personal Quality

- Commitment, Honesty, Diligent
- Willing to study new thing