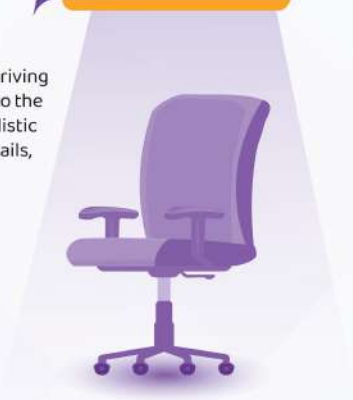
Padakhep

WE ARE HIRING!

About Padakhep

Padakhep, a leading development organization in Bangladesh since 1986, with the legacy of 40 years of driving change, has a network over 750+ offices and a family of more than 11,000+ employees. It has contributed to the transformation of the digital economy and served over 10 million beneficiarles through a holistic development approach: CAPACITY enhancement, Financial CHOICES and market CONNECT. For more details, visit: www.padakhep.org



Assistant Manager-System

Division	:	Information & Communication Technology
No. of Vacancies	:	01
Job Location	:	Head Office, Dhaka
Employment type	:	Full Time
Age Range	:	Maximum 32 years
Other Benefits	:	Provident Fund, Gratuity, Employee welfare benefits, Insurance benefits (SVS & IP), Festival bonuses, Baisakhi allowance, KPI based annual increment, Performance bonus, City allowance and other benefits according to organization policies.

Purpose

The Assistant Manager-System plays an assisting role in ensuring the smooth and efficient operation of the organization's ICT systems. This position requires strong technical expertise in system administration, hardware troubleshooting, and user support.

Major Responsibilities

1. **System Administration & Maintenance:**
   - Assemble laptops, desktops, and other equipment.
   - Install, configure, and troubleshoot laptops, desktop applications, and operating systems.
   - Install & Configure Windows Server/Windows 10/11 Client, Linux & LAN/MAN/WAN environment, Laptop, Motherboard, Printer, Scanner, Print Server, File Server, TCP/IP, DNS, Active Directory & DHCP.
   - Installing new hardware and software, performing system upgrades, developing system security standards and Managing backup and recovery.
   - Install and configure the domain, firewall, VPN, remote, authentication, file, print, and DHCP servers.
2. **Technical Support & User Assistance:**
   - Provide technical support to end-users on hardware and software issues, including troubleshooting, diagnosing, and resolving problems with computers, laptops, peripherals (printers, scanners, etc.), and operating systems.
   - Provide software user support across the organization.
   - Hardware and system-related user support services and ensure ICT equipment warranty of the organization.
   - Configure, Install and troubleshoot CCTV, NVR/DVR, Access Point, Manageable Network switch, Router, Mikortik etc.
   - Troubleshooting of operating systems, application software, operation system patches, and others.
   - Troubleshoot all e-mail and Internet-related problems.
3. **Stock & Equipment Management:**
   - Evaluate system and hardware related equipment and ensure recommendations for purchase.
   - Ensure the physical security of computer equipment and accessories.
   - Ensure damage declaration and write off all damaged hardware equipment, monitor stock equipment, and distribute.
   - Ensure hardware related product warranty for the organizations.

Qualifications

Education

- Bachelor's degree in computer science, Information Technology, or a related field.
- Relevant IT certifications (e.g., A+, CompTIA Network+, Microsoft Certified Technician) are highly desirable.

Knowledge & Skills:

- **Knowledge:** Must know how to manage, maintenance and troubleshoot all system related problem, including Laptop, Printer, Motherboard, Scanner, Projector and Providing direct ICT support to users in a medium to large Windows Server/Windows 10/11 Client, Linux & LAN/MAN/WAN environment. Experience in System related troubleshooting. Experience in Installation, Configuration & support for Print Server, TCP/IP, DNS, Active Directory & DHCP. Basic configuration and installation of Windows & Linux Operating System. He/ She should have good training, interpersonal and communication skills and must be a team player.
- **Skills:** Windows Server/Windows 10/11 Client, Linux & LAN/MAN/WAN environment, Laptop, Motherboard, Printer, Monitor, Scanner, CCTV, NVR/DVR, Access Point, Manageable Network switch, Router, Mikortik, Print Server, TCP/IP, DNS, Active Directory & DHCP.
- **Abilities:** Communication and collaboration with all the staff and vendors or suppliers.
- Ability to provide excellent customer service to end-users.

To Apply

Send your resume to career@padakhep.org with the subject line **"Resume for Assistant Manager-System"**
Or apply through Job portal: career.padakhep.org

Scan for Apply

Apply within: 10 November, 2026

