Padakhep

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## 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



## Manager/Asst. Manager - Network Unit

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|---|---|---|
| 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 Manager/Assistant Manager- Network & Server Infrastructure will be responsible for assisting in the day-to-day operation, administration, monitoring, maintenance, and security of the organization's network, server, data center, and related ICT infrastructure.

## Major Responsibilities

1. **Server & Virtualization Management**
   - Install, configure, administer, monitor, maintain, and troubleshoot physical and virtual servers.
   - Manage Windows Server and Linux-based server environments, including operating system updates, services, storage, and access.
   - Administer server virtualization environments and ensure appropriate allocation and utilization of CPU, memory, storage & network resources.
   - Perform routine server health checks and proactively monitor CPU, RAM, storage utilization, network interfaces, system logs, hardware status, and critical services.
   - Support server backup, restoration, disaster recovery, and business continuity arrangements and periodically verify backup status.
   - Apply operating system patches, firmware updates, security updates, and configuration changes according to organizational procedures.
   - Maintain server and infrastructure documentation, configuration records, administrative access/credential records, asset information, IP allocation, backup records, and maintenance history.
2. **Network Infrastructure Management**
   - Configure, administer, monitor, maintain, and troubleshoot LAN, WAN, VLAN, Wi-Fi, Internet connectivity, routing, switching, and VPN infrastructure.
   - Install, configure, and maintain routers, managed switches, wireless access points, network controllers, and other network devices.
   - Configure and administer MikroTik routers, including routing, NAT, Firewall rules, bandwidth management, VPN, and related services.
   - Manage site-to-site and remote-access VPN connectivity and troubleshoot connectivity between Head Office, branches and other locations.
   - Maintain structured network connectivity for servers.
3. **Server & Infrastructure Operations**
   - Support the operation and maintenance of the organization's server room infrastructure.
   - Monitor server racks, network devices, UPS/power systems, environmental conditions, connectivity, and other critical infrastructure components.
   - Maintain proper rack organization, cabling, labeling, and infrastructure documentation.
   - Coordinate with vendors and service providers for hardware maintenance, Internet connectivity, warranty support, and infrastructure-related services.
   - Assist with infrastructure expansion, upgrades, migration, capacity planning, and technology implementation projects.
4. **Monitoring, Backup & Availability**
   - Monitor the availability and performance of servers, network devices, Internet links, VPN connections, and other critical ICT infrastructure.
   - Maintain configuration backups for routers, switches, servers, and other critical devices where applicable.
   - Support backup monitoring, restore testing, disaster recovery exercises, and infrastructure recovery activities.
   - Identify recurring infrastructure issues and recommend preventive or corrective improvements.
   - Maintain appropriate monitoring alerts and escalation procedures for critical infrastructure services.
5. **Technical Support & Coordination**
   - Provide technical support for network, server, VPN, Wi-Fi, and infrastructure-related issues.
   - Support ICT teams in resolving complex infrastructure and connectivity incidents.
   - Coordinate with ISPs, hardware vendors, software/service providers, and other technical partners for issue resolution and service improvement.
   - Participate in infrastructure planning, procurement specification preparation, implementation, testing, and acceptance of network/server equipment and services.
   - Perform other ICT infrastructure-related responsibilities assigned by management.

## Qualifications

### Education

- Bachelor's degree in Computer Science, Computer Science & Engineering, Information Technology, ICT, or a related discipline.
- Professional certifications such as CCNA, CCNP, MikroTik, Microsoft, Linux, CompTIA Network+, Azure, AWS, Firewall/security, or equivalent certifications will be preferred.

### Experience:

- Minimum 2–3 years of relevant experience in network administration, server/system administration, data center operations, or ICT infrastructure.
- Hands-on experience with routers, managed switches, firewalls, wireless access points, Windows Server and Linux administration, virtualization, VPNs, and network-security technologies.
- Experience in.
- Practical experience with DNS, DHCP, TCP/IP, VLANs, VPN, routing, firewall configuration, and network troubleshooting.
- Experience supporting multi-location network infrastructure will be preferred.

## To Apply

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

Scan for Apply

**Apply within: 10 November, 2026**

