

## **IT PROFESSIONAL (INFRASTRUCTURE)**

**SALARY SCALE:** Rs 34,550 x 1,000 – 41,550 x 1,450 – 45,900 x 2,100 – 50,100 x 2,800 – 61,300 x 3,600 – 75,700

**MAIN PURPOSE:** To be responsible for the implementation, maintenance and administration of CHCL IT Infrastructures.

### **DUTIES AND RESPONSIBILITIES:**

1. To be responsible for the administration and maintenance of CHCL IT Infrastructures.
2. To be responsible for proper running of CHCL IT Infrastructures and make recommendations on upgrading and replacement to IT Manager as and when required.
3. To conduct installation audits to assess overall quality, monitor end-user's satisfaction and make comprehensive recommendations on out-of-line situations.
4. To be responsible for the analysis of IT infrastructures' performance and for prompting corrective actions.
5. To be responsible for engineering, configuration, installation and administration of the LAN/WAN and CCTV.
6. To keep abreast of new developments and focus on providing excellent customer support, cost effective, reliable, consistent and timely solutions.
7. To establish proper technical documentation and troubleshooting procedures for IT infrastructure and configuration.
8. To plan and design new and/or expand/upgrade projects including IT infrastructure and oversee installation to meet requirements.
9. To diagnose and facilitate the repair of IT equipment.
10. To manage user accounts, permissions, emails, anti-spam and anti-virus software.
11. To advise the IT Manager on policies and procedures to ensure security and integrity of IT Systems.
12. To monitor systems data and log and report any inconsistencies.
13. To be responsible for back-up & restore and manage off-site tape storage by maintaining inventory of tapes, record sent and received tapes.
14. To design and provide IT training.
15. To develop, document and maintain procedures for patch loads, data backups and restore, performance tuning and configurations.
16. To participate actively in CHCL Disaster Recovery Planning.
17. To maintain standards compliance.
18. To coach, guide and mentor junior staff.
19. To ensure confidentiality and the safeguarding of CHCL data.
20. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed.

## **HEALTH AND SAFETY OFFICER**

**SALARY SCALE:** Rs 30,550 x 1,000 – 41,550 x 1,450 – 45,900 x 2,100 – 50,100 x 2,800 – 61,300 x 3,600 – 68,500

**MAIN PURPOSE:** To be responsible for the general health and safety standards at the Company.

### **DUTIES AND RESPONSIBILITIES:**

1. To exercise general supervision regarding compliance with the provisions of the Occupational Health and Safety Act 2005 and other related international regulations and conventions.
2. To advise on all matters relating to the health and safety of employees
3. To advise on and help in the implementation of appropriate measures for the provision of such information, instruction, training and supervision as is necessary to ensure the safety and health of employees.
4. To plan, elaborate, implement and maintain adequate safety and health measures in the Company
5. To devise, design and achieve implementation of sets of departmental safety operational guidelines and evolve organizational safety policies including of Health and Safety manual.
6. To carry out inspection audits in the port area and advise on accident prevention etc
7. To ensure that all accidents and dangerous occurrences are thoroughly investigated with all available evidence gathered, reported, scrutinized and actively incorporated as part of reviews directed at preventing the repetition of such incidents.
8. To analyse accidental occurrences and recommend injury leave to Management accordingly.
9. To ensure that all operations and engineering developments incorporate a sustained and effective safety element.
10. To devise and deliver safety training programmes.
11. To carry out safety audits of hazardous storage and submit audit reports.
12. To attend court and deal with legal advisors in relation to accidents on site of work/damages to infrastructure.
13. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them.