

IT SUPPORT ENGINEER

Organization:	Philippine Disaster Resilience Foundation
Post Date:	January 30, 2018
Location:	Clark, Pampanga
Closing Date:	
How many staff needed?	1

ABOUT THE PHILIPPINE DISASTER RESILIENCE FOUNDATION

The Philippine Disaster Resilience Foundation (PDRF) is the country's major private sector vehicle and coordinator for disaster risk reduction & management. Composed of a team of highly committed professionals, PDRF works with field experts and reputable humanitarian institutions to organize and coordinate private sector solutions to disaster management. As the critical link among government agencies, civil society groups and local government units, PDRF provides a systematic and holistic approach in responding to different crises from the period of preparedness to recovery.

Backed by the country's largest conglomerates, industry movers and top corporate leaders, PDRF is an embodiment of solidarity that transcends business competition and promotes the common vision to build a strong, resilient and disaster-ready Philippines.

ESSENTIAL FUNCTIONS

1. Wired networking (TCP/IP) troubleshooting repair and installation including configuration of static IP and required protocols, installation, testing and replacement of Cat5/6, switches and routers
2. Wireless networking (wifi) troubleshooting repair and installation and maintenance including DSL and wireless routers
3. Knowledge of configuration of Firewall appliances (Fortinet/Sophos)
4. Installation, maintenance and troubleshooting of servers including colocation
5. Installation, maintenance and repair/replacement of LCD/LED appliances

6. Maintenance and repair of Video wall controllers
7. Maintenance and repair of IPABX core systems and handsets
8. Installation of software and hardware including office applications, laptops and handheld devices
9. Maintenance of UPS
10. Ensure that the implementation of the information management systems and application adhere to Information Technology and Communication (ITC) Policies and Standards, and the Data Privacy Act of 2012.
11. Coordination and management of vendor/s
12. General office maintenance of printers, scanners and peripheral devices
13. Perform other related duties as required

QUALIFICATIONS

1. Bachelor's Degree in IT, Computer Science or equivalent
2. Minimum of three (3) to five (5) years work related experience preferably in IT Technical Support
3. Proficient in managing IT infrastructures, platforms (i.e wordpress etc.), iPABX. Office equipment, network

HOW TO APPLY

Interested candidates should apply to: pdrf.opscenter@gmail.com

- Please indicate the position you are applying for and follow this heading format:
 - PDRF_IT SUPPORT ENGINEER_Last Name
(example: PDRF_IT SUPPORT ENGINEER_Cruz)
- Please submit CV and Cover Letter (merged into one PDF file) addressed to:
 - **MS. VERONICA T. GABALDON**
Executive Director
Philippine Disaster Resilience Foundation
- For more information on PDRF, please visit our website: <http://pdrf.org/>