KATHMANDU UNIVERSITY
DHULIKHEL, KAVRE
Career Opportunity

Date: July 9, 2016
Ad num: 10/072/073

Kathmandu University (KU) is an autonomous, not-for-profit institution of higher learning dedicated to maintaining high standards of academic excellence. Pursuing the mission of providing quality education for leadership and leadership in quality education, KU is in the forefront of knowledge industry in the fields of science, engineering, management, education, arts, law, humanities, and medical sciences.

KU is looking for committed, competent, and qualified Nepali professionals to take up permanent non-teaching positions in its Central Office and Schools.

Position: IT Technician (S3)

Required Number: One

Job Description:

- Diagnose and repair the computer and equipment’s malfunction, monitor computer processing systems, and perform tests on computer equipment and programs.
- Assist in the development of long range planning and computer needs.
- Maintain accurate and current records on repair, installation and removal of equipment’s; provide appropriate logging and tracking of hardware malfunction
- Recommend improvements to operating procedures; write and maintain procedure manuals.
- Assist in managing the Networking
- Assist in installation and monitoring of software’s, and maintain records of software.
- Assist in training the employee

Minimum Qualification Required

Master Degree in IT (Second Division) from a recognized university

OR

Four year Bachelor degree in related technical subjects (Second Division)

OR

Three year Bachelor degree in technical areas (Second Division) with three years of experience in related technical field

Competencies

- Knowledge and ability to install operating system, basic computing functions software and hardware
- Knowledge of networking, internet applications, security systems
- Ability to communicate, negotiate and maintain relations with employees,
- write reports of professional standards both in English and Nepali
- convince, advise and train people as needed
Professional Experience and Critical Attributes

- Helping and problem-solving orientation, supportive behavior, patience, stress tolerance, interpersonal orientation, development orientation.

Documents required: Attested copies of mark sheets of all academic qualifications/transcripts, citizenship certificate, work and professional experience certificates (both existing and previous), training certificates. Three recent PP size photographs should also be attached, and six copies of Curriculum Vitae

Potential candidates will require completing an application form available from July 10, 2016 on payment of Rs. 500 from Kathmandu University Central Office, Dhulikhel (Tel # 011 66 13 99/ 011 66 15 11) from 10 AM to 3 PM on working days. Application form can also be downloaded from KU webpage. The completed application form must be submitted along with necessary documents not later than July 31, 2016 to KU Central Office, Dhulikhel, Kavre.

The shortlisted candidate must make a payment of cognitive and performance test, group discussion and interview fee of Rs.1000 for Support staff at the time of collecting admit card.

Salary and benefits will be as per the rule of the University.

Only short-listed candidates will be contacted for further selection process as per the KU selection guidelines.

Registrar
Kathmandu University
Dhulikhel, Kavre
Phone: (011)661399, www.ku.edu.np