

Establishment of Human Rights Information Management System:

Sr. No	Name of Post	Job Description
1.	Director (HRIMS) (PPS-09 equivalent to BPS-19)	<ul style="list-style-type: none"> ▶ To work under the direct supervision of Director General (Development). ▶ To supervise and manage all activities of the project. ▶ To manage and evaluate HRIMS project team to identify the needs for technical and professional growth. ▶ Responsible for delegating tasks to the project staff. ▶ Evaluate performance of project staff and provides guidance and feedback. ▶ To ensure security of data and systems to prevent from hackers. ▶ Interface with senior management (i.e. Joint Secretary and Secretary) to report on rights-based reports. ▶ Participate in meetings to stay updated on new IT developments. ▶ Responsible for creating and managing the database and identify and recommend system development. ▶ Responsible to supervise installing, upgrading and troubleshooting the information systems. ▶ Responsible for maintaining network connectivity for the various systems. ▶ Responsible for data analysis, suggest administrative, policy or legislative interventions. ▶ Any other assignment given by the higher authorities.
2.	Network Administrator (PPS-07 equivalent to BPS-17)	<ul style="list-style-type: none"> ▶ Responsible for configuring, maintaining and upgrading computer networks, in house server and solving problems ▶ Responsible for installing and integrating new server hardware and applications ▶ Responsible for set up user accounts, permission and passwords ▶ Maintains network monitoring and analysis and troubleshooting network problems ▶ Keep an eye out for needed updates ▶ Support and administer third - party application ▶ Define Network policies and procures ▶ Specify system requirements and design solutions ▶ To maintain system security and resolve problems reported by end users ▶ Router administration , including interface configuration and routing protocols ▶ Monitor network performance (availability, utilization, throughput, good put, and latency) and test for weaknesses ▶ Research and make recommendation on server system administration ▶ Any other assuagement given by higher authorities. ▶