

Terms of References (ToR) for Recruiting Research Associate under Database, ICT and System Management Division of CEGIS

Recruitment Type	Core Employees of CEGIS
Position	Research Associate (System Management)
Level of Position	P1
Duty Station	CEGIS, Dhaka

Requirement of Incumbent

Educational Qualification:

- B.Sc./ Master's in Computer Science and Engineering/ Information Technology/ Computer Engineering/ Computer Science/ Data Science/ ICT/ Computer/ Electrical/ Electronics/ Computing/ or other relevant disciplines from any reputed university.

Additional Qualification:

- CCNA, MCP, MCSE, CCNP, CompTIA A+, RHCSA certification is preferable;
- Proactive and a Team Player with great enthusiasm to listen & solve;
- Excellent verbal and written communication skills in Bangla and English.

Added Advantage will be given to those who have the following:

- Proficiency in configuring, updating, troubleshooting, repairing, and maintaining hardware and software systems, including server installation, setup, and troubleshooting;
- Experience in performing regular backups of mission-critical servers and user data in compliance with the organization's Backup Policy;
- Ability to install, configure, update, troubleshoot, repair, and maintain end-user hardware and software;
- Strong capability to provide timely technical support to users as required;
- Experience in strengthening and maintaining organizational ICT infrastructure;
- Competence in administering, configuring, and managing Windows Server (2022/2025) Active Directory and associated member servers;
- Experience in administering, managing, and troubleshooting domain controllers and mail servers, including user account management, password administration, email accounts, and FTP services;
- Ability to maintain system integrity, including routers and Internet connectivity with local Internet Service Providers (ISPs);
- Skilled in diagnosing network problems and providing solutions in consultation with senior technical specialists;
- Proficiency in ensuring data processing environments are secure and free from viruses and other security threats;
- Experience in deploying antivirus and anti-spam solutions across mission-critical servers (including mail systems) and client workstations, with automated updates;
- Knowledge of applying the latest security patches and software upgrades to maintain system security and stability;
- Awareness of emerging ICT technologies and ability to provide recommendations for system, hardware, and software upgrades based on organizational needs;



- Ability to provide effective and timely support for Zoom meetings, video conferences, and teleconferences;
- Experience in administering and maintaining IP Telephone Systems.

Other Conditions:

- Age must not exceed 32 years as of the last date of application submission (Age limit will be relaxed for the candidate working in CEGIS);
- Candidates selected must have a commitment to serving CEGIS for a longer duration;
- Must have a 'can-do' attitude and interpersonal skills.

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