

LAHORE ELECTRIC SUPPLY COMPANY LIMITED (LESCO)

JOB DESCRIPTION OF IT POSTS UNDER ADVERTISEMENT DATED 05.02.2023

Sr. No.	Position	Required Qualification and Experience	Job Description
1	Assistant Manager (HRIS)	<ul style="list-style-type: none"> BBA (Hons) /MBA/MPA/ MBIT/MHRM/Master degree in Management Sciences /MCS/BCS (Hons) from HEC recognized universities. HRIP certification will be an added advantage. Minimum 2-Years' experience – preference in experience as an HRIS analyst in a utility industry with exceptional ability to gather and interpret data, as well as improve HRIS processes. Should possess Understanding of data protection regulations like GDPR and ability to troubleshoot technical issues as well as develop and implement strategies to address problem areas with human resource technology. 	<ul style="list-style-type: none"> Overseeing the daily operation of HRIS to optimize its processes. Record and process employee information and perform audits on HR processes and documents, including hiring, termination of service, and payroll administration and other HR processes, when required. Support management on structural policy matters related to the HRIS. Work alongside the IT department to perform regular assessments / statistical analysis on gathered HRIS data and running queries for improvements in the HRIS Implementing of a document management system to convert all paper files to an electronic storage and retrieval of Human Resources employee files.
2	Assistant Manager (Recruitment & Selection)	<ul style="list-style-type: none"> BBA (Hons) /MBA/MPA/ MBIT/MHRM/Master degree in Management Sciences from HEC recognized universities. Professional recruiter certification will be an added advantage. Minimum 2-Years' experience as Recruitment Specialist. Knowledge of sourcing techniques on social media and niche professional websites like LinkedIn, Facebook, would be an added advantage. 	<ul style="list-style-type: none"> Analyzes the recruitment process performance, prepares the recruitment dashboards, presents dashboards, recommends changes to the recruitment process and implements changes Analyzes the performance of recruitment agencies, the cost per hire, time to hire and recommends changes and improvements Identifies difficult job vacancies and investigates the best recruitment approach for them Analyzes the recruitment software and implements changes and improvements Keeps the documentation of the recruitment process up to date
3	Assistant Manager (Database Administration)	<ul style="list-style-type: none"> Qualification Master degree or 16 years equivalent (with at least 60% marks) in computer Science/Software Engineering/Computer Engineering or related field from HEC recognized university/Institute. (Candidates having four years bachelor degree in computer related fields are also eligible) Technical Skill Set Job specific technical knowledge (Oracle ERP Application Administration, Cloning, Patching & Performance tuning, Oracle Database Administration, Online & offline database backup and restoration, Query optimization, Database configuration, Clustering & replication) Experience Minimum 2-years relevant experience in above mentioned technologies in Private or Public Sector. 	<ul style="list-style-type: none"> Create and maintain all databases required for development, testing, education and production usage. Performs performance tuning of the database instances. Install new versions of the RDBMS and its tools and any other tools that access the database. Responsible for problem escalation to Oracle Meta link Services and third parties as appropriate. Implement and enforce security for all of the Oracle Databases. Performs database re-organizations as required to assist performance and ensure maximum uptime of the database. Provide technical support to application development teams. Troubleshoot problems regarding databases, applications and development tools Responsible of database security and reliability in-case of any issue incident should be documented. Work with the Development team to make sure that proper maintenance is performed on the database servers. This includes: overseeing upgrades, patches, migrations, etc. Create custom monitoring and maintenance plans. Administering and testing new upgrades and databases. Troubleshoot and resolve database problems. Responsible to create users and assigning them proper rolls and

			permissions.
4	Assistant Manager (ERP Techno-functional)	<ul style="list-style-type: none"> • Qualification Master degree or 16 years equivalent (with at least 60% marks) in computer Science/Software Engineering/Computer Engineering or related field from HEC recognized university/Institute. (Candidates having four years bachelor degree in computer related fields are also eligible) • Technical Skill Set Job specific technical knowledge (Oracle ERP Applications, functional & technical knowledge of financials, SCM, HRMS, and other modules, Oracle SOA & BPM) • Experience Minimum 2-years relevant experience in above mentioned technologies in Private or Public sector 	<ul style="list-style-type: none"> • Technical & Functional setups, configurations & changes of current and future ERP Application modules as per requirements to meet organizational needs • Customized Reports development that meet business requirements & goals, fulfills user requirements • Identifies & resolves the ERP Application issues • Provide end user support & Perform daily monitoring & trouble shooting of the ERP Application
5	Assistant Manager (Procurement and Contract Management)	<ul style="list-style-type: none"> • Qualification Master degree or equivalent (with at least 60% marks) in MBA from HEC recognized university OR related field from a HEC recognized University/Institute (Candidates having four years bachelor degree in computer related fields are also eligible) • Technical Skill Set Job specific technical knowledge (Experience and knowledge of contract management, PPRA, Tendering processes, Supply Chain Planning and Management Procedures) • Experience 02-year experience in above mentioned technologies in Private or Public sector 	<ul style="list-style-type: none"> • Assist Deputy Manager for leading the full range of procurement processes. • Manages contracts and service level agreements for the procurement of goods, services and leases. • Compare proposals for price and specifications. • Ensures employer obtains quality products for competitive prices in a timely fashion. • Assist and manages contracts and service level agreements for the procurement of goods, services and leases. • Identifies opportunities for operational and procurement process for agency-approved capital items. • Reviews non-contracted purchases to identify opportunities for standardization, contracting and cost reduction. • Investigates, develops and promotes the use of progressive supply chain tools and technologies to accomplish procurement objectives.
6	Assistant Manager (Network Administration)	<ul style="list-style-type: none"> • Qualification Master degree or 16 years equivalent (with at least 60% marks) in computer Science/Software Engineering/Computer Engineering or related field from HEC recognized university/Institute. (Candidates having four years bachelor degree in computer related fields are also eligible) • Technical Skill Set Job specific technical knowledge: (Hands on working knowledge of routing, switching, structured cabling, Network monitoring and reporting tools, Understanding of network and routing protocols. Network Certification (Cisco/Juniper) preferred. • Experience 02-year experience in above mentioned technologies in Private or Public sector 	<ul style="list-style-type: none"> • Maintain and support scalable routed and switched networks technologies. • Understanding of Virtual Private Network. • Maintains and documents network diagram and other internal procedures • Assist Deputy Manager Network for LAN and WAN security • Reviews Routers, switches and firewall event logs • Provides remote assistance as well as onsite travel to remote sites • Provide end-user support and training as needed. • Assist Deputy Manager IT in configuring and maintaining the organization's internal/external network. • Troubleshoot, solve and document network connectivity performance issues using Network monitoring tools. • Install, configure and maintain network hardware, for example, routers, switches. Servers, Cabling. • Assist Deputy Manager IT to ensure security patches are applied. • Provide assistance to Deputy Manager Network on need basis.
7	Assistant Manager (System Administration	<ul style="list-style-type: none"> • Qualification Master degree or 16 years equivalent (with at least 60% marks) in computer 	<ul style="list-style-type: none"> • Install, test and configure new workstations, peripheral equipment and software. • Set up accounts and workstations.

)	<p>Science/Software Engineering/Computer Engineering or related field from HEC recognized university/Institute. (Candidates having four years bachelor degree in computer related fields are also eligible)</p> <ul style="list-style-type: none"> • Technical Skill Set Job specific technical knowledge: (Knowledge of Operating system e.g. Linux & Microsoft, LAN, WAN. System Certification (MCSE/Red Hat Linux) or equivalent certification will be a plus) • Experience 02-year experience in above mentioned technologies in Private or Public sector 	<ul style="list-style-type: none"> • Malware/Virus/Spyware Removal. • Antivirus Deployment. • Provides remote assistance as well as onsite travel to remote sites • Troubleshoot issues and outages. • Provide end-user support and training as needed. • Assist Deputy Manager System Administrator with hardware and software evaluation. • Provides monthly metrics and progress reports to Manager regarding network and server systems operations. • Knowledge of Virtualization Technologies. • Experience with endpoint security and desktop management. • Maintaining virtual servers, troubleshooting system technical problems, and updating server documentation. • Management of Microsoft Active Directory infrastructure, DNS, WINS, and Group Policy for enterprise desktop systems, servers, and applications. • Manage and configure proxy server. • Able to manage heterogeneous environment (Linux and Microsoft)
8	Assistant Manager (Process Definition, Monitoring & Control)	<ul style="list-style-type: none"> • Qualification Master degree or 16 years equivalent (with at least 60% marks) in computer Science/Software Engineering/Computer Engineering or related field from HEC recognized university/Institute. (Candidates having four years bachelor degree in computer related fields are also eligible) • Technical Skill Set Job specific technical knowledge: (IT Governance Frameworks, IT Service Management Frameworks, Quality Assurance, IT Audit, Ability to frame, implement and monitor processes, Certifications will be an advantage). • Experience 02-year experience in above mentioned technologies in Private or Public sector 	<ul style="list-style-type: none"> • Devise policies for; <ul style="list-style-type: none"> a) IT Governance b) IT Service Management c) IT Security • Monitoring of policies/procedures already implemented. • Make amendments in the policies / procedures as new scenario emerge. • Initiate the change in policies/procedures for approval. • Conduct trainings for propagation of information to all concerned.
9	Assistant Manager (IT Audit)	<ul style="list-style-type: none"> • Qualification Master degree or 16 years equivalent (with at least 60% marks) in computer Science/Software Engineering/Computer Engineering or related field from HEC recognized university/Institute. (Candidates having four years bachelor degree in computer related fields are also eligible) • Technical Skill Set Job specific technical knowledge: Devising, implementing IT Audit framework/policies/ procedures and conducting audit schedules to ensure its compliance. Certified Information Systems Auditor (CISA) (preferable). • Experience 02-year experience in above mentioned technologies in Private or Public sector 	<ul style="list-style-type: none"> • Examine internal IT controls, evaluate the design and operational effectiveness, determine exposure to risk and develop remediation strategies. • Respond to all system and/or network security breaches. • Plan, implement, monitor and upgrade security measures for the protection of the organization's data, systems and networks. • Participate in the change management process. • Test and identify network and system vulnerabilities, and create counteractive strategies to protect the network. • Conduct efficient and effective IT audit procedures. • Communicate complex technical issues in simplified terms to the relevant staff. • Perform regular audit testing and provide recommendations. • Review, evaluate and test application controls. • Provide recommendations and guidance on identified security and control risks. • Develop a strong understanding of business and system processes.

<p>10</p>	<p>Assistant Manager I.T(Systems Operations)</p>	<ul style="list-style-type: none"> • Qualification Master degree or 16 years equivalent (with at least 60% marks) in computer Science/Software Engineering/Computer Engineering or related field from HEC recognized university/Institute. (Candidates having four years bachelor degree in computer related fields are also eligible) • Technical Skill Set Job specific technical knowledge (Systems Operations, knowledge of utility company billing domain, Manage the operation of the billing system in order to maintain a high level of efficiency and security compliance. Able to perform development in different tools like java, oracle, compere etc. • Experience 02-year experience in above mentioned technologies in Private or Public sector 	<ul style="list-style-type: none"> • Provide support to field offices for systems operational activities. • Design, develop, implement and support high-quality software based system. • Develop build scripts and tools for builds. • Integrate automated builds and build artifacts into test environments, unit test harnesses, and code analysis tools. • Write & evaluate the software code of front end and backend technologies. • Perform build and release management activities. • Administration of change and version controlling tools.
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