Government of the People's Republic of Bangladesh
Prime Minister's Office
Bangladesh Economic Zones Authority (BEZA)
"Support to Capacity Building of Bangladesh Economic Zones Authority" Project
BDBL Bhaban (Level-15)
12 Karwan Bazar, Dhaka-1215

Memo No. 03.761.18.02.10.117.2017- 3075   Date: 24 April 2017

Subject: **Request for Expression of Interest (REOI) for Selection of System Administrator (National) under PSDSP Additional Finance [Package # BEZA S-115].**

The Government of the People's Republic of Bangladesh (GOB) has received additional finance to the loan from IDA (IDA Credit no. 5769-BD) for "Support to Capacity Building of Bangladesh Economic Zones Authority" and it is intended that part of the proceeds of the loan and grant will be applied to hire a System Administrator (National).

2. **EDUCATIONAL QUALIFICATION:** B.Sc. or Diploma in Computer Science or equivalent. Any certification in Microsoft or Cisco will be an added advantage. Good oral and written skill in English is highly preferable.

3. **EXPERIENCE:** The applicant should have (a) at least 2-3 years of professional working experience in maintenance and servicing of computer networks, servers and other IT equipment, (b) knowledge about IT Department clients and their work, (c) ability and patience to teach and train both professionals and non-technical users, (d) capability to function well under pressure, resolve conflicts, and balance trade-offs, (e) capacity to work in a team, (f) ability to adapt to a multiethnic working environment, and (g) strong commitment to non-discrimination and human rights.

4. **RESPONSIBILITIES:** The System Administrator should be able to do, but not limited to

- Provide installation and maintenance of all computer equipment classified as (a) Standalone personal computers; (b) Workstations connected to a LAN/UNIX /WIN NT/Windows 10/Windows 7, Servers; (c) All computer peripherals, printers, UPS's, hubs, modems and any other hardware machinery directly involved in the network configuration;
- Assist System analyst in testing and installation of "Windows" software on servers and all new computers. Also assist in delivery of in-house computer training and report to direct supervisor on the condition of the equipment received together with a verification of the inventory report including progress;
- Assist System Analyst in monitoring the performance of the whole network and to troubleshoot all areas including cables, and other media linked to the network configuration.
- Assist System Analyst in bridging the gap between information users and programmers by facilitating requirements for local and wide area networking communication links between the parties.
- Assist System Analyst in creation of active directory accounts, users, maintain and provide group and security policies.
- Assist System Analyst day to day maintenance of server room and IT infrastructure.
- Update website with contents.
- Provide ad-hoc user end troubleshooting support.
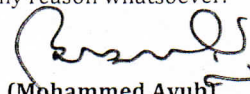
5. **OTHER TERMS AND CONDITIONS:**
   (a) Duration of employment: 24 (Twenty Four) months.
   (b) Place of work: Head office located at Dhaka; however the consultant may have field visits across the economic zones in different districts.
   (c) The System Administrator will be selected in accordance with the procedure set out in the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers" dated January 2011 (Revised July 2014).
   (d) Capability to carry out the assignment in terms of overall suitability, age, training, computer skills, proficiency in English, knowledge of local conditions and administrative systems, etc. shall also be considered.

6. The undersigned now invites eligible applicant(s) to express their interest(s) in providing intended services as above. Applicants are requested to submit application accompanied by (a) Signed CV with a cover letter, (b) Attested copies of academic and experience certificate, and (b) Two passport size photographs. The CV should have a declaration of correctly described and free from any willful misstatement, which may lead to disqualification or dismissal, if engaged.

7. Interested Applicants are requested to send their expression of interests in an originally signed hard copy for the position by **24.05.2017 at 02.00 PM**, in sealed envelope, clearly marked **"Request for Expression of interest (REOI) for System Administrator (National)"** to the undersigned by direct delivery or mail/courier service or e-mail: capacityproject@beza.gov.bd.

8. Any persuasion by the applicant will be treated as disqualification.

9. The authority reserves the right to accept or reject any or all the EOIs without assigning any reason whatsoever.

(Mohammed Ayub)
Project Director (Additional Secretary)