



### Associate System Administrator

The Associate Systems Administrator will be responsible for the smooth operation, maintenance, and optimization of O.L.E. Nepal's IT infrastructure. This includes managing computer hardware, operating systems, networks, and supporting the deployment and operation of in-house digital learning applications. The role entails maintaining comprehensive technical documentation.

### Roles:

- Install, configure, and maintain Windows operating systems.
- Manage office network (LAN) and internet.
- Technical support during field visits.
- Create and maintain detailed technical documentation.
- Facilitate handovers with clear and concise documentation when required.

### Required Qualifications

- Education: Formal education in Computer Science or a related field
- Practical experience and ability to demonstrate required skills can substitute for formal education.

### Technical Skills:

- Proficiency in computer hardware and networking.
- Basic Level understanding on Linux
- LAN and WAN setup and maintenance

### *Encouragement for Freshers and Women Applicants*

### What We Offer

- **Work Schedule:** 5-day work week (Monday to Friday, 9:00 AM to 5:30 PM), with Saturday and Sunday as holidays.
- **Festival Allowance:** Special allowances provided during festivals.
- **Insurance Benefits:** Accidental insurance coverage of up to Rs 7,00,000 and medical insurance coverage of up to Rs 1,00,000.
- **Leave Entitlements:** 21 days of annual leave, 7 days of casual leave, and 7 days of sick leave.
- **Performance Review:** Annual performance evaluation and salary review.
- **Positive Work Culture:** Supportive and dynamic work environment.



### How to Apply

- **Step 1 - Application**

Fill out [the given application form](#) by the application deadline. Ensure your documents and responses comprehensively reflect your qualifications and experience relevant to the position.

- **Step 2 - Awaiting and Response**

If you are shortlisted for an in-person interview, you will receive a notification via email. The email will detail the interview date and time. Please confirm your attendance or address any concerns by the specified deadline before the interview date.

- **Step 3 - Physical Interview**

The in-person interview will involve discussions with team members engaged in related projects.

- **Step 4 - Final Selection and Onboarding**

- Successful candidates will receive an offer letter via email, outlining the next steps for onboarding. Please respond to the offer by the indicated close of business to confirm your acceptance and prepare for onboarding.
- On your joining date, you will need to bring some necessary documents to our office, including a police report, academic certificates, national identification, PAN, and proof of resignation from your previous job (if applicable). Digital copies are acceptable. Additionally, have a professional digital photo ready for inclusion on our website's team page.
- If you are not selected, we encourage you to stay connected with OLE Nepal for future opportunities. Check the ["Work With Us"](#) page on our website regularly for updates.
- We appreciate your interest in contributing to OLE Nepal's mission. We look forward to exploring how your skills can enhance our educational technology initiatives and impact learning communities across Nepal.