

Terms of Reference (ToR)

Position: Associate Systems Administrator

About Open Learning Exchange (OLE) Nepal

Open Learning Exchange Nepal (OLE) Nepal is a social benefit organization dedicated to enhancing teaching-learning in schools through the integration of technology and to provide uniform access to quality educational materials across different geographic areas and socio-economic strata.

O.L.E. Nepal develops and distributes free educational content, trains teachers to integrate technology in classrooms, implements technology interventions in rural schools, and helps build local capacity in technology and education.

We are a team of social workers, educators, designers, developers, and individuals dedicated to leveraging technology to improve the quality of education in public schools across Nepal. To learn more about our team, visit: <https://olenepal.org/our-team/>.

About the position

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 involves working with containerization, DevOps processes, and maintaining thorough technical documentation.

Key Responsibilities

1. System and Network Management

- Install, configure, and maintain Windows and Linux operating systems.
- Manage office networks, ensuring stable and secure connectivity.
- Assist in the procurement and recommendation of hardware and software to meet organizational needs.

2. Application Support and Deployment

- Test and run applications developed within the organization.
- Containerize applications using Docker and deploy them on internal and cloud servers.
- Monitor and optimize the performance of applications on different platforms.

3. Backend, Frontend, and Database Support

- Provide assistance for backend, frontend, and database-related tasks as required.
- Collaborate with development teams to ensure seamless application integration into the infrastructure.

4. DevOps and Version Control

- Utilize Git for version control, handling tasks such as branching, merging, pushing, and pulling code.
- Collaborate with development and operations teams to enhance and maintain the DevOps pipeline.
- Automate and streamline deployment processes to improve system efficiency and reliability.

5. Scripting and Automation

- Write and maintain scripts using Bash or Python to automate routine tasks.
- Develop scripts for system monitoring, backup, and other administrative tasks.

6. Technical Documentation

- Create and maintain detailed technical documentation of all configurations, processes, and changes.
- Facilitate handovers with clear and concise documentation when required.

7. Field Support

- Travel to project locations to conduct studies, participate in user testing, and facilitate content roll-out in rural schools.

Encouragement for Freshers and Women Applicants

What We Offer

- 5 days work week (9 to 5:30 PM, Saturday and Sunday Holidays)
- Festival Allowance of one month salary per year prorated from the date of appointment, once confirmed
- Facilities such as accidental insurance of Rs. 7,00,000- and medical insurance of Rs 1,00,000-
- Leave Entitlement such as annual 21 days, casual 7 days and sick leave 7 days
- Opportunity to work with international organizations
- Annual performance and salary reviews will be conducted in accordance with the applicable provisions.
- A supportive work culture that encourages learning and enthusiasm.

Application Process

- Step 1 - Application Submission:
 - Please fill this Form [link] by **[July 4, 2025]**. Ensure that your documents comprehensively reflect your latest qualifications and experience relevant to the position.
- Step 2 - Initial Assessment:

- After receiving your application, our team will review your documents to shortlist candidates. This process includes phone interviews to further narrow down the candidate pool. Selected candidates will then be invited for possible in-person interviews.
- Step 3 - 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 day before the interview date.
- Step 4 - Physical Interview:
 - The in-person interview will involve discussions with team members engaged in related projects. You may also be asked to complete a short assignment relevant to the role. For additional information, please visit our website at www.olenepal.org.
- Step 5 - 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 (COB) to confirm your acceptance and prepare for onboarding.
 - On your joining date, please submit your necessary documents in soft copy only(digital copies), including a police report, academic certificates, national identification, PAN, and proof of resignation from your previous job (if applicable). 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.

Please visit our website's 'Get Involved – Work With Us' section for updates on future engagements.