



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

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.
- Assist in regular system administration tasks like creating emails accounts and git accounts and managing them.

Application Support and Deployment

- Test and run applications developed within the organization.
- Monitor and optimize the performance of applications on different platforms.

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.

Technical Documentation

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



Field Support

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

Requirements and Qualifications

- Bachelor's degree in Computer Science, Information Technology, or a related field (or equivalent hands-on experience)
- Working knowledge of Linux and Windows systems, basic networking, and server administration
- Experience with scripting (Bash and/or Python), Git version control and Docker
- Ability to support, deploy, and troubleshoot internal applications and IT infrastructure
- Strong documentation, problem-solving, and communication skills
- Willingness to travel to rural project locations for field support and implementation
- Prior experience in IT support, system administration, or social impact/education projects is an advantage