# TERMS OF REFERENCE

Position:                 IT Officer
Name of Institutions:     Lord Buddha Education Foundation
Duty Station:             Maitidevi
Department/Division:      IT
Reports To:               Executive Director

## POSITION SUMMARY:

## KEY DUTIES & RESPONSIBILITIES:

| SN. | Key Responsibilities | Description |
|---|---|---|
| 1 | Student Management System (LBEF) | • Ensuring that, all the users are able to use the Edusys, easily without any difficulty.<br>• Creating accounts for new users (Faculty/staff)<br>• Blocking/disabling the Faculty/staff that has left the organization.<br>• Moderating the data entry in Edusys. Making sure all the data is entered on time and correct<br>• Entry of SAR's in Edusys within 48 hrs of receiving. |
| 2 | Outlook | • Creating/allocating/maintaining email ids of students/faculty/staff members. |
| 3 | Student Management System (AKSHAR) | • Ensuring that, all the users are able to use the E-School, easily without any difficulty.<br>• Creating accounts for new users (Faculty/staff)<br>• Blocking/disabling the Faculty/staff that has left the organization. |
| 4 | Websites | • Maintaining the website of LBEF/Akshar/Patan.<br>• Creating/Modifying/altering the contents as per requirement |
| 5 | Facebook | • Maintaining the Facebook pages of Patan/LBEF/Akshar.<br>• Creating/Modifying/altering the Contents as per requirement |
| 6 | Communication | • To make sure that all the communication is done smoothly with student/faculty/staff members through email/SMS |

| 7 | Plagiarism checking | • Check plag and communicating the results with concerned persons. |
|---|---|---|
| 8 | FYP Administrator | • Submission/moderation of IR and FYP reports. |
| 9 | Internship Supervisor | • Supervising the internship report submission and moderation of the same. |
| 10 | Adhoc Queries | • Running Adhoc queries and generating results |
| 11 | Reporting | To prepare and present the report to concerned person (As & when required/demanded to produce). Reports like:<br>• Weekly work done report(You need to send this report to your immediate supervisor and mark cc to reports@lbef.edu.np)<br>• Others as required by supervisor |
| 12 | Others | Other duties assigned by supervisor |

## Skills Required for the Job

| Skills | • Programming (PHP/ASP.Net)<br>• Database (Mysql/SQL Server)<br>• Wordpress<br>• Advanced Excel & VBA<br>• Outlook 365 Administration<br>• Azure Active Directory<br>• Web Server Configuration |
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**Important about terms and conditions –**

1. I have read and understood my job duties and responsibilities and will work accordingly.
2. I know and agree that if I fail/deny to complete the assigned tasks/duties (as mentioned above) on time, I will be liable for disciplinary actions by the management which may lead to termination of contract without any prior notice.


**Employee Name: _____**          **Date: _____ /_____ /___**

**Signature:          _____**