

Job Opportunity – IT Officer

Organization: Aurat Foundation

Location: (Islamabad)

Employment Type: (Full-time / Contract)

Aurat Foundation is looking for a skilled and proactive **IT Officer** to manage and support the organization's IT systems, networks, and digital platforms.

◆ Key Responsibilities

- Manage and maintain computer systems, networks, and IT infrastructure.
- Troubleshoot hardware, software, and network issues.
- Ensure data backup, cybersecurity, and IT security protocols.
- Manage and update the organization's website.
- Provide IT support and technical training to staff.
- Ensure smooth operation of online meetings, webinars, and hybrid events.
- Coordinate with external IT service providers/vendors when needed.

◆ Required Skills & Competencies

- Excellent command of **MS Word, Excel, PowerPoint, and Outlook**.
- Strong understanding of **computer troubleshooting and networking**.
- Knowledge of **website handling/management (WordPress or similar CMS)**.
- Familiarity with **antivirus, data backup, and system security tools**.
- Experience with **software installation, updates, and licensing**.
- Ability to operate **online meeting platforms (Zoom, MS Teams, Google Meet)**.
- **Basic graphic design skills** (*preferable but not mandatory*).

Qualifications


- Bachelor's degree in **Information Technology, Computer Science, or a related field**.
- Minimum **2–3 years of relevant IT experience** (experience in NGO/development sector is an advantage).

- Strong communication, time management, and problem-solving skills.
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How to Apply

Interested candidates may send their **CV and cover letter** to:

 hro@af.org.pk

 Application deadline: December 06, 2025