

# BUILD YOUR CAREER WITH US!

Sarvodaya Development Finance PLC is the pioneer in development finance in Sri Lanka. We are committed to provide financial solutions for the development of the most needed rural communities of the nation. Sarvodaya Development Finance provides finance solutions to domestic industries, SMEs and Agricultural sector through their 51 branches spread over the island covering all districts.

The following position is created for dynamic, result oriented, proactive individual with proven track records who wish to join with our growing workforce to lead them.



## IT EXECUTIVE

### Responsibilities

- Supervise the day-to-day operations of IT systems and ensures the secure and effective operation of all computer systems, related applications, hardware, and software used.
- Support for Managing, Administering, and troubleshooting the corporate LAN, Active Directory Domain & VMware related tasks.
- Manage and maintain user accounts, permissions, in Active directory domain environment, File Server Etc.
- Creating and managing user accounts, groups quotas & Email signature in G- Suite email server.
- Performs and/or oversees upgrades/patching of server systems for the various departmental software applications.
- Provide software/hardware and network troubleshooting support.
- Remote / onsite support for Head Office Branch IT issues (PC / Laptops / Tabs).
- Manage servers, storage devices, firewalls, network switches and routers, IP phone and wireless systems to ensure they are up and secure.
- Proactively monitor the network ensuring downtimes are identified and resolved with little to no impact to the business.
- Install the corporate antivirus on all endpoints and servers.
- Ensure all devices have a valid software license and keep an inventory of the license keys...

### Qualifications and Experience Required

- Diploma /Degree in IT or related (Added Advantage) from a reputable institute
- At least 2 years of working experience in a related field, managing 400+ users
- Added Advantage for the following Certifications (and/or experience): CCNA, CCNP, MCSA, MCSE, MS Azure, PMP, or ITIL, Windows server environments, and Cloud applications, including Google Admin, Email Gateway Security Solutions.
- Strong organizational skills and ability to prioritize multiple tasks.
- Actively participate in planning, education and execution of new company rollouts i.e. systems, technology, policies & procedures.
- Demonstrated experience in managing IT projects simultaneously.
- Ability to effectively communicate technology, infrastructure and process needs and requirements with all personnel levels, oral and written communication in English.

**Age Limit: Less than 30 years**

Salary is negotiable according to skills and experience

### How to Apply

Interested qualified candidates should send their Curriculum Vitae and copies of their Educational/Professional transcripts and the names, addresses and contact numbers of two professional non-related referees via [careers@sdf.lk](mailto:careers@sdf.lk) on or before **14<sup>th</sup> November 2022**

All applications will be treated in strict confidential and any form of canvassing will be regarded as a disqualification. The SDF reserves the right to decide the selection, postponement or cancellation of recruitment or any other action and/or change the selection criteria for this recruitment.



**Head of Human Resources**

**Sarvodaya Development Finance PLC**

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