

JUNIOR EXECUTIVE – INFORMATION TECHNOLOGY (SYSTEM ADMINISTRATOR – SERVERS)

The job holder will be responsible to provide a stable and secure all server infrastructures.

The Job

- Overlook and maintain proper System Infrastructure for Banking critical applications
- Build, deploy and administer / manage the current and future Windows, Linux and VMware platforms
- Install OS patches and upgrades on a regular basis and upgrade administrative tools and utilities. Configure / add new services as necessary
- Manage and maintain Microsoft Office 365 / Zimbra e-mail platform
- Responsible for effective provisioning, installation / configuration, operation, and maintenance of systems hardware, operating systems, Hypervisor and software and related infrastructure
- Perform or delegate regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures
- Monitor critical events on the Windows / Linux servers and get relevant actions if required
- Excellent troubleshooting skills in mission critical environment
- Manage and maintain all identified critical servers logs successfully in centrally logging server
- Support and contribute to mobile device management (MDM) and infrastructure improvement initiatives
- Harden all Windows / Linux servers as per the baseline security guidelines and industry best practices
- Prepare reports on system performance and problems.

The Person

- Possess Bachelor's degree in IT or an equivalent professional qualification. Microsoft server/Linux platform related certifications (MCSA, MCSE, RHCSA) will be an added advantage
- Possess minimum 3 – 5 years of experience in Windows / Linux Server Administration. Prior exposure in system administrator support will be an added advantage
- Possess excellent time management and problem solving skills
- Possess excellent communication skills and be technically capable

Please login to <https://www.ndbbank.com/careers> to apply on or before 4th March 2022

We will correspond only with the shortlisted applicants

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**Vice President
Group Human Resources**

NDB bank
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