SYSTEM ADMINISTRATOR

Academic /Professional Qualifications	Bachelor's degree in Computer Science or Equivalent from HEC recognized University / institution. Preference will be given to candidate having relevant certification. MCSA/MCSE
Experience	Minimum 05 years' of experience
Age	Up to 40 Years

Outline of Main Duties / Responsibilities

Support servers and desktop based operating systems and applications, Microsoft Server Windows 2003/2008/2016 and 2019 - Active Directory, Group Policy deployment/management, Windows Desktops 7, 8 and 10.

- Install, configure, and maintain servers and networks
- Set up and maintain user accounts; perform password and identity management
- Perform or oversee helpdesk support efforts
- Install, configure, and maintain servers and networks
- Monitor and maintain servers
- Monitor and troubleshoot system and network performance, including capacity and storage planning, and database performance
- Perform system updates (including software updates)
- Create and implement system and network usage policies
- Create and implement a backup and recovery policy, perform regular backup operations and define processes for data protection, disaster recovery, and failover procedures
- Create and implement security policies
- Ensure that the Service Level Agreements (SLA) are adhered to at all times
- Provide coordination and be an escalation point for the local technical and project teams
- Support all parts of the infrastructure with a focus on Problem Management of Applications including Core Platforms (Server 2003/2008/201XXXXExchange, DNS/DHCP/Group Policy
- Monitor and to be able to make recommendations regarding servers performance
- Analyze, detect, identify and correct technical problems and deficiencies

Mandatory Skills:

05 Years of Professional Experience

- Experience with databases, networks, and patch management
- Knowledge of system security and data backup/recovery
- Familiarity with various operating systems and platforms
- Excellent troubleshooting and problem-solving skills
- Excellent verbal, writing and presentation skills
- Attention to detail, ability to multi-task and team player
- Time management to meet deadlines
- Public Cloud would be an asset (such as Azure and AWS)

The candidates should clearly mention their Name, Father's Name, Date of Birth, CNIC Number, Qualification with percentage / CGPA/ Division, Place of Domicile and complete Current Mailing/ Residential Address with Telephone Numbers Landline/ Mobile in their Resume/ Application. Applications received after deadline will not be considered in any case. No TA/DA will be admissible for test/ interview.

CVs/Applications are to be sent on the following address latest by 22 November 2021.

The Divisional Head,
Human Resource Management Division,
Bank of Azad Jammu and Kashmir,
Head Office, Bank Square, Chatter, Muzaffarabad AK
05822-924247