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

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 22-03-2021.

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