

**IT SUPPORT OFFICER**

<b>Academic /Professional Qualifications</b>	Minimum 4 years Graduate in IT Field or equivalent from a HEC recognized University / Institution.
<b>Experience</b>	Minimum 05 years of experience in relevant field with proven experience of any financial application's (Banking IT Operation's preferred).
<b>Outline of Main Duties / Responsibilities</b> <ul style="list-style-type: none"><li>• To perform EOD(end of day), Generation of Balances reports, Backup Execution of Core Banking Application.</li><li>• To update Management about the EOD status of Core Banking Application.</li><li>• To inform Dept. Head about any issue in EOD related activities.</li><li>• To perform Daily Data transactions transfer from Core Banking to other Applications as per SOP.</li><li>• To prepare T-1 environment of Core Banking Application.</li><li>• Control the Library of magnetic media, ensures it is secure, reliable and in accurate condition at all times</li><li>• Organizes and controls the backup and security of files and information</li><li>• Controls all media and stationery stocks used in the Data Center</li><li>• Diagnoses abnormal situations and reports all non-routine situations to the Data Center Supervisor</li><li>• Monitor the operation of the network regularly and, when necessary, take required corrective action and report any failure to Communications department.</li><li>• Arranges for recovery or restart procedures to be carried out and inform remote sites as necessary</li><li>• Ensure the awareness of equipment and systems trouble shooting</li><li>• Assist the Data Center Head in maintain the standard Data Center operations procedures.</li><li>• Provide reliable and effective systems support</li><li>• Monitor system input cycle operations for all systems and, where necessary, take corrective action.</li><li>• Monitor systems performance and report requiring actions to Data Center Head.</li></ul>	

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**