Job Title   :   Assistant Manager, System Administrator

OVERALL PURPOSE:

♦ The Assistant Manager of System Administrator will be responsible for assisting the Manager of System Administrator in the planning, design, implementation, and maintenance of the company's IT infrastructure.

RESPONSIBILITIES:

♦ Assist in the planning, design, implementation, and maintenance of the company's IT infrastructure.
♦ Assist in managing the team of system administrators and provide guidance and support as needed.
♦ Ensure the security and integrity of the company's IT infrastructure by implementing and enforcing IT policies and procedures.
♦ Monitor system performance and troubleshoot issues related to hardware, software, and system connectivity.
♦ Install, configure, and maintain the bank's IT infrastructure, including servers, storage, and networking devices.
♦ Install, configure, and maintain server operating systems, such as Windows Server, Linux, or Unix.
♦ Ensure the security and integrity of the bank's systems, including implementing access controls, monitoring for security threats, and applying software updates and patches.
♦ Develop and implement procedures for routine maintenance and upgrades of hardware and software.
♦ Respond to end-user requests for technical assistance and support.
♦ Maintain documentation for the bank's IT infrastructure, including configuration, processes, and procedures.
♦ Collaborate with other IT teams and end-users to ensure that the bank's IT systems support the organization's overall IT strategy.
♦ Perform regular backups and disaster recovery tests to ensure business continuity.
♦ Stay up-to-date with emerging technologies and industry trends to identify opportunities for improvement.

QUALIFICATIONS REQUIREMENTS:

I. Experience
♦ Bachelor's degree in Computer Science, Information Technology, or a related field.
♦ Minimum of 3 years of experience as a system administrator.
♦ Experience with server virtualization technologies such as VMware or Hyper-V or Ldom with difference OS and Hardware Server (Intel, SUN Sparc and storages) and operating system such as Windows, Linux, Solaris, Ubuntu ...etc.

- Strong knowledge of IT infrastructure technologies, including servers, storage, networking, and security.
- Experience with scripting languages, such as PowerShell or Python.
- Excellent communication and collaboration skills, with the ability to work effectively with other IT teams and end-users.
- Familiarity with banking applications and software, such as core banking systems, would be an advantage.
- Willingness to work outside of normal business hours to perform system maintenance and upgrades as required.
- Familiarity with cloud-based platforms such as AWS or Azure.
- Excellent problem-solving skills and the ability to work independently or as part of a team.
- Strong communication skills and the ability to explain technical concepts to non-technical stakeholders.

II. Skill

- Good knowledge and experiences on Windows and UNIX platform installation, configuration, and security patch update.
- Proven experience as a help desk technician or other customer support role.
- Tech savvy with working knowledge of banking system products.
- Good understanding of computer systems, mobile devices and other tech products

III. Aptitude

- Strong oral and written communication skills in English
- Honesty, reliability, and a commitment to strict confidentiality
- Ability to travel to provinces
- Ability to work under pressure

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