

CAREER OPPORTUNITY



Designation: Manager/ Senior Manager-IT

Job Grade/ Seniority: Manager/ Senior Manager

Vacancy: 1(One)

Job Location: Dhaka, Head Office

Department: IT

Reports to: Head of IT

Position Summary: Responsible for installing, configuring and maintaining operating system of workstations, servers and mid to large-size computer systems to meet the current and future requirements of system operations and maintain integrity and reliability of the system.

Job Description:

- Monitor systems operations, identify issues, recommend and implement solutions.
- Maintain network servers such as file servers, VPN gateways and intrusion detection systems.
- Administer servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smartphones, software deployment, security updates and patches.
- Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers.
- Assign configuration of authentication and authorization of directory services.
- Maintain integrity of the network, server deployment and security.
- Ensure that network connectivity throughout a company's LAN/WAN infrastructure is at par with technical consideration.
- Apply OS patches and upgrades on a regular basis and upgrade administrative tools and utilities. Configure / add new services as necessary.
- Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.
- Develop and maintain installation and configuration procedures. Contribute to and maintain system standards.
- Infrastructure knowledge including general understanding of setup, configuration and multi-site use of Web Server, Apache Tomcat and Microsoft IIS (Internet Information Server).
- Microsoft Windows Server knowledge including fundamental understanding of how the OS works, how it can be configured, virtual server setup and best practices for software installation.
- Understanding of the Domain Name System (DNS) fundamental services provided and basic record types/purposes.
- Experience with Active Directory including an understanding of key objects such as user and group objects, along with properties and authentication/authorization concepts.

Education and Experience:

- Bachelor/ Masters in CSE/CS/Telecommunications from a recognized university with 6 to 8 years of experience in the related field.
- Vendor Certificate in MCTS, MCP, MCSE, CCNA, RHCE, MCSA will be given preference.
- Experience in telecommunication industry will be given preference.

- Sound knowledge on systems administration, Network Planning and Security along with storage management and end user support.

Knowledge & Skill Requirements:

- Project management skill.
- Ability to manage team.
- Negotiation skill.
- Vendor management experience.
- Ability to multi-task in a high paced organization.
- Organizing, coordinating and administrative skill.
- Oral and written communication skill (both English & Bangla).

Perquisite qualifications will be relaxed for truly deserving candidates.

How to Apply: Only short listed candidates will be called for interview as per recruitment process. Persuasion of any kind will be regarded as disqualification. IPDC reserves the right to accept or reject any application without assigning any reason whatsoever. IPDC is an equal opportunity employer and commits a competitive compensation package, a great career development program and a unique working environment where you can certainly materialize your dream. Please send your CV to career@ipdcdbd.com mentioning the position you are applying by March 11, 2017.