Position Title   : **Network and Security Administrator**
Department   : **Information and Communication Technology (ICT)**
Reports to   : **Head, Network & Infrastructure Division, ICT Department**

POSITION SUMMARY: Responsible for Network Systems Administration, Network Security Management.

ESSENTIAL FUNCTIONS:

1. To manage and maintain overall BDB core and remote network (Wide Area Network);
2. Network feasibility planning and implementation of new services when bank opens new branches/new ATMs/channels;
3. Ensuring /implementation of DR network as per the policy of the bank;
4. Network monitoring of Local Area Network, ATM networks, branch VPN networks and extended LANs connected to the BDB core network;
5. Physical monitoring and maintenance of network hardware like router, switch, firewall, wireless access points, etc;
6. ATM network design, maintenance and administration as per requirements from delivery channels;
7. Ensure secure network management and formulate firewall policies to adhere to best practice measures;
8. Server administration, setup and monitor services such as CBS, GIFT, Web, Email, DNS, DHCP, File servers, etc;
9. Patch Management;
   - Servers
   - Network Devices
10. Backup Management;
    - Backup of Email Server/Application Server OS / Network OS
    - Backup of Server/Network devices Configuration files
11. Correspondence with vendor/supplier for external support and installation of new services/infrastructure;
12. Assist in procuring of equipment with cost benefit analysis;
13. Management of BDB Data Center;
    - Monitoring of DC equipment such as PAC, Fire extinguishers etc.
    - Maintenance of log registers
    - Housekeeping
    - Access Control Management
    - Ensure/Develop SOP for DC
14. Management of BDB DR network and equipment;
15. End user support for IT related issues and troubleshooting;
16. To ensure all the CCTV cameras are working in the branches;
17. To ensure all the CCTV footages are properly recorded and stored for future reference;
18. To ensure all the IP addresses/domain are properly configured in the user workstations;
19. To ensure all user workstations are free from viruses/Malwares. Virus scan to be carried out on regular basis;

20. To ensure all the printers /scanners network are properly established;
21. To ensure network equipment placed in branches /ATMs are in proper working condition;
22. To fix any ATM network related issues faced in branches;
23. Regular visit to branches to carry out the above tasks;
24. Domain / Email User Management;
25. Change Control Management;
26. Correspondence with Vendor Support Team;
27. Network Device User Credential Management;
28. Management of BDB Data Center network;
29. Periodic preventive maintenance;
    - Ensure/Develop SOP for DC network
30. Management of BDB DR network;
31. Maintenance of documents/software version control;
32. Network Security Management;
33. End-Point Security Management;
34. Server System network Management;
35. Ensuring uptime of corporate network including the network for delivery channels;
36. Network feasibility study when bank opens new branches/new ATMs/channels;
37. Ensuring /implementation of redundant network as per the policy of the bank;
38. Assist in procuring of equipment with cost benefit analysis;
39. Coordinate with Channels and Systems team when resolving issues / implementation of new services;
40. Configuration of new IP phone and ensure its proper working;
41. Coordinate the contact center management.

OTHER RESPONSIBILITIES:

1. Promote image of the Bank by speaking, acting responsibly, and showing courtesy and positive attitude to others.
2. Contribute to enhancing customer satisfaction
3. Carry out other task as and when instructed by the supervisor
4. Maintain proper documentation.
5. Observe code of conduct by maintaining confidentiality of information and punctuality at all times.
6. Declaration of Conflict of Interest wherever required
7. Diligent use of office resources (Turning off the electrical appliances/equipment, close the water tap when not in use, etc.)
8. Maintaining proper and clean office decorum at all times.
9. Act as back up of other staff during their absence.