Position Title: Network and security administrator
Department: Information and Communication Technology (ICT)
Reports to: Head, ICT Department

POSITION SUMMARY: Responsible for Network systems administration, network security management

ESSENTIAL FUNCTIONS:

1. To ensure all the utility software such as Java/Remote Connection Utility are loaded in the user desktops
2. To ensure all the CCTV cameras are working in the branches
3. To ensure all the CCTV footages are properly recorded and stored for future reference
4. To ensure all the IP addresses/domain are properly configured in the user workstations
5. To ensure all user workstations are free from viruses/Malwares. Virus scan to be carried out on regular basis
6. To ensure all the printers /scanners are in proper working condition
7. To ensure POS provided to Community Centers for GBS are in proper working condition
8. To ensure network equipment placed in branches /ATMs are in proper working condition
9. To fix any ATM related issues faced in branches
10. Regular visit to branches to carry out the above tasks
11. Domain / Email User Management
12. Change Control Management
13. Correspondence with Vendor Support Team
14. Network Device User Credential Management
15. Management of BDB Data Center
16. Periodic preventive maintenance
    *   Monitoring of DC equipment such as PAC, Fire extinguishers etc.
    *   Maintenance of log registers
    *   Insurance policy renewals for the equipment
    *   Housekeeping
    *   Access Control Management
    *   Ensure/Develop SOP for DC
17. Management of BDB DR equipment
18. Maintenance of documents/software version control
19. Network Security Management
20. End-Point Security Management
21. Server System Management
22. Patch Management
    *   Servers
    *   Network Devices
23. Backup Management
    *   Backup of Email Server/Application Server OS / Network OS
    *   Backup of Server/Network devices Configuration files
24. Ensuring uptime of corporate network including the network for delivery channels
25. NEFT Service Management

26. Network feasibility study when bank opens new branches/new ATMs/channels
27. Ensuring /implementation of redundant network as per the policy of the bank
28. Assist in procuring of equipment with cost benefit analysis
29. Maintenance of user ICT equipment such as printers, desktops, scanners etc.
30. Support
31. Coordinate with Channels and Systems team when resolving issues / implementation of new services

OTHER RESPONSIBILITIES:

1. Promote image of the Bank by speaking, acting responsibly, 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.