



## Job Description

Position Title	Deputy Manager IT, Systems Administration
Department	Information Technology
Reporting To	Senior Manager IT, Data Centre Services
Type of Position	Full Time

### **POSITION DESCRIPTION**

Deputy Manager Systems is to help build out, maintain, and troubleshoot our system and telecom infrastructure. You will be part of IT team that demonstrate superb technical competency, delivering mission critical infrastructure and ensuring the highest levels of availability and performance.

### **DUTIES AND RESPONSIBILITIES**

- Responsible for Administration of Microsoft Windows Server 2016/2019/2022, Manage Hyper-V 2016/2019/2022 core cluster with SCVMM
- Responsible for Active Directory replication with Office365
- Responsible for Servers & Users backup and restoration also make redundancy strategies for servers.
- Responsible for SCCM for End point Security & Patch Management.
- Responsible for all installed servers and infrastructure.
- Responsible for Trend Micro Smart Protection for Endpoints
- Responsible for Grand Stream IP – PBX solution
- Responsible for complete documentation of the existing setup and any new project
- Knowledge of centralized storage and HCI environment is preferable
- Provide second level server support.
- Liaise with vendors and other IT personnel for problem resolution.
- Proactively ensure the highest levels of systems and infrastructure availability.
- Participate in the design of information and operational support systems.
- Shared responsible for Data Center - Operations & Maintenance.

### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	<ul style="list-style-type: none"> <li>✓ Graduation and/or Post Graduation</li> <li>✓ Microsoft Certified: Windows Server Hybrid Administrator Associate</li> <li>✓ Veeam Certified Engineer VMCE (preferable)</li> <li>✓ Microsoft Hyper-V and System Center.</li> <li>✓ CCNA (Optional)</li> </ul>
Required Experience	<ul style="list-style-type: none"> <li>✓ Minimum six years of experience in relevant field.</li> </ul>

### **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

S#	Competency	Criticality (High / Low / Medium)
1.	MS Windows Server 2019	High

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2.	Hyper-V 2016 & 2019	High
3.	Active Directory	High
4.	TrendMicro Suit	High
5.	Veeam Backup Solution	High
5.	IP-PBX Grand Stream	High

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Verified By (For HR Only)

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Line Manager (If Any)

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Head of the Department

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