

Job Description: Assistant Manager – IT Operations.

**Reports To:** Head of IT

**Department** IT

**Summary:**

LOLC Myanmar Micro finance company Ltd (LMM), looking for IT professionals to support the business operation. Lanka ORIX Leasing Company PLC (LOLC), a leading conglomerate in Sri Lanka is the promoter of LMM.

LOLC Myanmar Micro finance company Ltd, seeks highly experienced personnel for Assistant Manager – IT Operations.

Main job duties will be Plan, implement, oversee and maintain server and network infrastructures and projects. Implement and Maintain network security standards for the organization.

Job Duties & Responsibilities

- Design, install and configure internal and customer facing servers, network devices and firewalls.
- Implement and maintain network security standards for the organization.
- Proactively manage and maintain server, network and routers, firewall systems.
- Administer and support core Microsoft, Cisco, Citrix and VMware technologies
- Develop and implement project plans, risk assessments and contingency plans
- Design and implement monitoring, configuration management and reporting functions that will make a hands-off environment
- Define and document best practices and support procedures, network and Infrastructure policies and procedures,
- Manage the after-hours support for Infrastructure related emergencies as well occasional weekend Maintenance.
- Maintain IT inventory and asset configuration documentation, checklists.
- Assist with hardware, firewall, telecom and software vendor evaluation, and recommendation and Negotiations.
- Maintain software licenses and related processes. Manage computer configuration for new users, software Installation, issuing hardware devices based on user requirement.
- Manage and set-up all IT operational requirements such as network, computer, hardware and IT infrastructure requirements for new branch openings.
- Implements IT security standards including encryption, SSL, ACL, authentication, authorization
- Mentor / cross train team members on existing and new network and Infrastructure technologies.
- Carry out special tasks at Management's direction
- Interact with customers and staff at the technical level, as required.
- Other duties as assigned.

#### Minimum Requirements:

- Bachelor's degree in computer science (or related area) preferred.
- 4+ year experience in related field.
- Microsoft Certification (MCSE) or equivalent certification in relevant programs desired.
- Advanced knowledge of Windows Server (2003/2008) /desktop Operating Systems (XP/7)
- Managing in excess of 50 Windows Server infrastructure
- Managing deployments/rollouts
- Managing large scale Citrix/2X/Terminal Server installations
- Managing server virtualization technologies like VMWare Server/ESX or Microsoft HyperV/Virtual Server
- Experience with use of storage and virtualization tools for business continuity and disaster recovery.
- A solid understanding of LAN/WAN networking
- Knowledge of TCP/IP switched networks to monitor the network's viability and performance
  
- Cisco Certified Network Associate or Professional -CCNA/ CCNP MCITP Server
- Group Policy design and configuration
- Microsoft IIS administration and configuration
- Administers MS Office 365, and Exchange
- Linux/UNIX administration
- Active Directory/LDAP user and group administration
- Ability to troubleshoot network issues including backbone infrastructure issues
- LAN Routing and Switching design, configuration and troubleshooting (VLANs, IP Subnetting, 802.1Q trunks)
- Strong communication and documentation skills
- Flexible and able to adapt to a rapidly changing environment
- Must be organized and have the ability to manage projects of varying length
- Positive, self-motivated individual who can complete tasks independently
- Must be a team player.
- Must be fluent in English (speaking and writing)

#### Salary and Benefits.

- Attractive Salary Package.
- Performance base yearly bonus and Increments.
- Foreign exposure visits and trainings.