

**Position: Senior System Administrator**  
**Division: Information Technology**  
**Location: Head Office – Karachi**

**Required Qualification & Experience:**

<b>Minimum Qualification</b>	Bachelor's degree in Computer Science, Information Technology, System Administration, or a closely related field, or equivalent experience required.
<b>Experience</b>	Minimum 5 years of relevant experience
<b>Competencies Required:</b>	System administration and IT certifications in Microsoft, or other related fields would be a plus

**Position Summary:**

Responsible to manage FWBL IT Systems Infrastructure and Data Center and provide IT related support to internal and external users.

- Maintenance, configuration, and reliable operation of computer systems, network servers, and virtualization.
- Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues
- Perform or delegate regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures.
- Responsible to Manage and configuring a virtualized infrastructure environment and ensuring all critical servers/services availability.
- Manage, maintain and implement SAN storage along with monitoring of SAN to SAN replication
- Lead desktop and helpdesk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner with limited disruptions
- Take proactive measures with the objective of near zero down time.
- Should have hands on experience to deploy & manage Microsoft Windows Services (Active Directory, WSUS, IIS, DHCP and DNS).
- Management & troubleshooting of Email Server.
- Manage and troubleshooting of VERITAS net backup.
- Any other tasks assigned by Line Manager.

Any other task assigned by the Line Manager/ Management is to be performed to the best of his/her capability.”