Vacancy for (Deputy Manager-IT Department)

GIC-Bhutan Reinsurance Co. Ltd GBRL is a joint venture (FDI) company incorporated in May, 2013 under the Company Act 2000 of the Kingdom of Bhutan. We are Reinsurance company and write business in the domestic market and across the Region.

1. **Roles and Responsibilities**
   - ✓ Should have complete knowledge on corporate network;
   - ✓ Should be able to deploy, configure and administrate firewalls, Router, switch and other network related equipment;
   - ✓ Should study and recommend cost effective Systems (PC, laptop, Printer and other devices) as and when required.
   - ✓ Should install (OS), configure and monitor Servers, PC, Laptop, Printers and other Company's devices;
   - ✓ Should manage and monitor VM systems;
   - ✓ Should manage services and ensure virus-free environment, in all servers, desktops and laptops being used, in the company.
   - ✓ Should ensure timely management of anti-virus patches and updates.
   - ✓ Day to day monitoring and troubleshooting of Company's network - LAN and WAN including BGP.
   - ✓ Should study, review and maintain the standard system configurations;
   - ✓ Should maintain and monitor all the systems for day to day business.
   - ✓ Should timely update of security patches and firmware of the systems.
   - ✓ Should install, configure and administrate CCTV, Biometric, Antivirus, Active Directory, Domain Server, FTP, GIC -Bhutan Re. website and email Solution;
   - ✓ Should ensure 99.99% company's eMail services uptime;
   - ✓ Should monitor Libre NMS daily and troubleshoot and fix the issue if any;
   - ✓ Should troubleshooter and fix end user issues have related to PC, Printer, Systems, application, Network, etc.
   - ✓ Should carry out he half-yearly DR Drill;
   - ✓ Should ensure the implementation of ISMS Information Security Policies, related to IT Department;
   - ✓ Ensure timely closure of ISMS Audit Observations;
   - ✓ Should liaise with ISPs and Vendors for necessary support, when required;
   - ✓ Should maintain the IT Department related licenses securely.

2. **Qualification & Experience Criteria.**
   - ✓ Must have Bachelor's degree in IT/Computer Science/BCA, with a minimum of 60% aggregate, minimum of 60 % in Class X and XII (English + best 4 subjects for Class X & English +best 3 subjects for Class XII).
   - ✓ Minimum of 3 years working experience in IT.
3. **Preference will be given to the candidate having following experience:**
   - ✓ Advance hands on experience on Installation/deployment, configuration and monitoring of the following:
     a. Firewall, Router and Switch;
     b. Windows and Linux platform;
     c. Active Directives;
   - ✓ IT related certificate like CCNA, Red Hat Certified System Administrator, MCSA,
4. **Person Specifications & Attributes:**
   - ✓ Good analytical
   - ✓ Good communication/presentation skills
   - ✓ High Integrity/ethics, and the ability to meet the deadlines
5. **Remuneration**
   - ✓ Basic Pay of Nu.20,000/- •
   - ✓ Fixed Communication Allowance; Nu.2,500/-
   - ✓ Fixed Conveyance Allowance; Nu.4,000/-
   - ✓ HRA: 10 % of basic pay.
   - ✓ Other entitlements as per the GBRL's ISR