



<b>JOB DESCRIPTION</b>			
<b>JOB TITLE:</b>	ASSISTANT MANAGER SYSTEMS	<b>REF NO:</b>	
<b>REPORTS TO:</b> (Job Title)	HEAD SYSTEMS	<b>START DATE:</b>	
<b>DEPARTMENT:</b>	SYSTEMS	<b>DIVISION:</b>	REGIONAL OFFICE

<b>1</b>	<b>JOB ROLE</b>
	<ul style="list-style-type: none"><li>Hardware &amp; Networking Security, LAN &amp; WAN, Server Management and Communication Network</li></ul>
<b>2</b>	<b>JOB RESPONSIBILITY</b>
	<ul style="list-style-type: none"><li>To take care of the Hardware, Data Network and Communication Network of State Bank of India, UK Operations so as to run the Systems efficiently</li></ul>
<b>3</b>	<b>JOB TASKS</b>



	<ul style="list-style-type: none"><li>• Ongoing scrutiny and monitoring of work flows, systems and procedures to ensure smooth running of the networks</li><li>• To check network security, assess risks and take remedial action</li><li>• To collaborate with SBI’s network integrators for roll out of new network locations as well as upgradation of the existing networks</li><li>• To maintain the network architecture as per the Information Security Policy of SBI</li><li>• Understand the managed and unmanaged networks, switching and routing of data packets, data flow through optical fibres</li><li>• To manage and supervise the telephone system, voice recording system, and telephone call logging systems at centralised and de-centralised locations</li><li>• Maintain all the hardware and software relating to all the systems and make sure that all equipment and software are covered by annual maintenance contracts and support available when needed.</li><li>• Upgrade hardware and software as and when needed</li><li>• To monitor and ensure that adequate back-ups have been taken for the local data and ensure strict compliance of Disaster recovery Policy</li><li>• To understand the basics of Server configuration (Windows, Unix and Linux) and installation of servers/clients with standard configurations</li><li>• Local Area Network (LAN) Management over Novell Systems</li><li>• Ensure that expenses are in line with the budget, authorised and accounted for</li><li>• Ensure that statutory and regulatory requirements are complied with</li><li>• Being a service department, aim is to provide prompt and efficient service to the users departments</li><li>• Ensure compliance with prescribed procedures, evaluate them vis-à-vis current needs, assist in laying down new procedures, devise control enhancement measures</li><li>• To facilitate hardware/software purchases as per need and maintain the inventory of hardware/software for accounting/audit purpose</li><li>• Monitor cost effectiveness, keep tab over expenses and spot income leakages</li><li>• Assist in upgrading staff skills by organising in house training, discussions and in providing on the job education.</li><li>• Other duties, as per standing orders/manual of instructions and any other duties assigned by the Head (Systems)/Regional Head from time to time.</li></ul>
<b>4</b>	<b>SKILLS</b>
	<ul style="list-style-type: none"><li>• Excellent organisational, communication, and problem solving skills</li><li>• Able to converse openly with a broad range of stakeholders, from technology analysts through to senior management.</li><li>• Ability to instantly adapt to new tasks</li><li>• Strong project management experience especially around project governance</li><li>• Experience of working in a technology dependant environment</li></ul>
<b>5</b>	<b>OTHERS</b>



State Bank Of India

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