

<b>Job Title:</b>	Manager IT (Infrastructure)
<b>Location:</b>	MUFAP Head Office, Karachi
<b>Level/Salary Range:</b>	Manager/ Senior Manager
<b>Position Type:</b>	Full-time
<b>Job Status:</b>	Permanent
<b>Reporting Line:</b>	CEO/ IT Committee

**Job Summary:**

This person will be overseeing and responsible for maintaining all aspects of information technology management and will assist with operational decisions. He/she will be in charge of a team, supervise and manage the all types of company's technology operations and the implementation of new IT systems and policies. Oversees web applications developers to ensure that websites are built and expanded based on evolving technology and business needs. Creates and implements standards for website navigation and appearance. The ideal candidate will be experienced in creating and implementing IT policies and systems that will meet objectives of the company. The goal is to ensure IT systems and people are effective and functioning within the limits of budget, time and specifications of the company.

**Roles & Responsibilities**

- To design IT infrastructure and analyzing the requirement with the security aspect and finalizing Hardware to procure equipment according to design and needs.
- To maintain Asset Record of IT inventory;
- To coordinate with vendors for all the purchases of IT infrastructure including Software / hosting services.
- Providing employees with continuous system & technical support for operational and applications issues. Also, coordinate with different vendors for diagnosing and elimination of problem.
- Perform daily systems backups and monitoring and maintenance for the following mission critical/essential services;
- To create and maintain IT Manuals and Standard Operating Procedures for Systems unit, Desktop team and Disaster Recovery and Business Continuity Site.
- To create and test functional scenarios for DR and BCP drills and documentation of objectives/procedures achieved.
- To maintain Service Level Agreements with vendors.
- Manage and establish priorities for maintenance, design, development and analysis of entire infrastructure systems inclusive of LANs, WANs, internet, security and wireless implementations;
- Devise and establish IT policies and systems to support the implementation of strategies set/recommended by IT Committee/Board;
- Inspect the use of technological equipment and software to ensure functionality and efficiency;
- Purchase efficient and cost-effective technological equipment and software;
- Any other IT related tasks assigned by reporting hierarchy.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Proven experience as IT Manager/Senior Manager or similar role;
- Experience in analysis, implementation and evaluation of IT systems and their specifications;
- Sound understanding of computer systems (hardware/software), networks etc;
- Experience in controlling information technology budget;
- Excellent organizational and leadership skills;
- Outstanding communication abilities;
- BS/BE in computer science/ computing technology with 10 years of experience OR MS in computer science /IT/Data Science with 7 years of experience;

**PREFERRED SKILLS**

- Certifications such as CISSP, PMP, ITIL would be preferred;
- Can Manage & Implement Microsoft Technologies. Preferably, Microsoft Certified;
- Knowledge of open-source technologies i.e., Linux, BSD, Github;
- Can Manage & Implement MS System Centre related product and technologies;
- Can Manage & Implement Cisco devices (Preferably Cisco Certified);
- Can Manage & Implement DNS, WINS, DHCP, Network Load Balancing, Terminal server, Firewall, Sub-netting and Clustering;
- Can Install & Manage Antivirus Server and its Policies;
- Thorough knowledge and hands-on of backup strategies;
- Thorough knowledge of SAN, RAID Configuration, Hardware Assembling, and Compatibility Issues.

Please send in your application at [careers@mufap.com.pk](mailto:careers@mufap.com.pk) before April 16, 2021. Do mention position in subject line.