CAREER OPPORTUNITY

ZTBL, a renowned specialized financial institution with a wide network of Branches all across the country is inviting applications from energetic and challenge-oriented professionals with proven track record and capacity to perform as a catalyst for transformation in a challenging environment. The individuals who fulfill the below-mentioned basic eligibility criteria may apply for the following position:

Position:	Microsoft Administrator	No. Of Positions: 02	Level	AVP / VP

Basic Eligibility Criteria:
Responsible for Administration & Management of Microsoft Environment

Academic / Professional Qualification:	• Bachelor / 16 years of education in IT, Computer science duly recognized by HEC. • Candidates with professional certifications in Microsoft technologies, such as Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE), ITIL Foundation certification (for IT service management best practices) or VMware Certified Professional (VCP) will be preferred.
Experience:	• Minimum 8 to 10 years of post-qualification relevant professional experience in a comparable position in Banks/FIs. • Should have hands-on experience in managing multi-cluster Microsoft environment which includes at least Microsoft Servers, Exchange, Domain, SQL Server etc…
Other Skills/ Expertise/ Knowledge Required:	• Manage and administer Microsoft servers, including Windows Server, Exchange Server, SQL Server, and domain controllers. • Configure and maintain server clusters for high availability and failover support in both production and disaster recovery sites. • Manage Exchange Server, including user mailboxes, distribution lists, email routing, and security settings. • Administer and maintain the Active Directory infrastructure, including user accounts, security groups, permissions, and Group Policy. • Install, configure, and manage antivirus software to ensure server and data security. • Monitor and manage SQL Server databases, including performance tuning, backup and recovery, and database security. • Monitor server performance, availability, and resource utilization using appropriate monitoring tools. • Implement regular patching and updates for servers to ensure system security and stability. • Develop and maintain disaster recovery plans and procedures, including backup strategies, data replication, and failover procedures. • Implement and enforce security policies, access controls, and server hardening measures. • Investigate and resolve server-related issues, performance bottlenecks, and system outages. • Maintain accurate documentation of server configurations, procedures, and troubleshooting steps. • Provide technical support to end-users and assist in training staff on server-related processes and best practices.

Outline of Main Duties / Job Responsibilities:

• To administer, configure, and maintain Microsoft server systems, including Windows Server, Active Directory, Group Policy, DNS, DHCP, and other related services.
• Manage and support Microsoft Exchange Server, including user mailbox management, email routing, security, and mobile device integration.
• Implement and maintain backup and disaster recovery strategies for Microsoft server systems.
• Collaborate with cross-functional teams and vendors to ensure proper integration and alignment of Microsoft infrastructure.
• Identify opportunities for process improvement, automation, and standardization of Microsoft infrastructure deployment and management.

Eligibility	• We Offer competitive remuneration package geared towards attracting best talent in the market. • Applicant must have at-least second division (i.e. 45% marks or equivalent CGPA of 1.4/4.0 or 2.4/5.0) in degree on basis of which he is applying or eligible. • Dual nationality holders are not eligible to apply for the post. • Only short-listed candidates will be called for interview. • Interested candidates may apply online through website: *https://ztbl.rozee.pk* and *https://www.ztbl.com.pk/jobs*
Employment Type:	03 Years Contract under SR-2005 (extendable on performance basis).
Age Limit:	45 Years Maximum (as on closing date to apply)

• Advertisement Date: 25-June-2023
• Closing Date of Advertisement: 16-July-2023

Note: Applications received after due date will not be considered. No TA/DA shall be admissible for interviews.

ZTBL is an equal opportunity employer - Women are encouraged to apply.

Please note that any kind of external/internal influence or SAFARISH in Recruitment process would lead to cancel the credentials of candidate and applicant would be immediately BLACKLISTED.