

Job Description

POSITION DETAILS			
Functional Designation		Department	Information Technology
Sub Department	Information Technology	HR Grade	
Location	Corporate Office	Reporting Manager	
Job Purpose			
<p>The IT - Infra Specialist is responsible for the design, implementation, and maintenance of the organization's IT infrastructure. This role involves ensuring the reliability, performance, and security of IT systems and networks, as well as providing technical support and troubleshooting for infrastructure-related issues.</p>			
Principal Accountabilities			
<ul style="list-style-type: none"> • Design and implement IT infrastructure solutions to support business operations. • Ensure the scalability, reliability, and performance of IT systems and networks. • Manage the deployment of new infrastructure projects and upgrades. • Monitor and maintain IT systems and networks to ensure optimal performance. • Troubleshoot and resolve infrastructure-related issues in a timely manner. • Conduct regular system and network audits to identify and address potential issues. • Implement and enforce security policies and procedures to protect IT infrastructure. • Ensure compliance with relevant laws, regulations, and standards. • Conduct regular security assessments and audits. • Provide technical support and guidance to end-users for infrastructure-related issues. • Develop and maintain documentation for IT infrastructure and support processes. • Conduct training sessions for users to enhance their understanding of IT infrastructure. • Stay current with technological trends and advancements in IT infrastructure. • Identify opportunities for improving existing infrastructure and processes. • Implement new technologies and methodologies to enhance infrastructure capabilities. • Develop and implement disaster recovery and business continuity plans. • Ensure the availability and resilience of IT systems in case of disruptions. • Conduct regular tests and drills to ensure preparedness. • Managing relationship with various stakeholders for IT projects execution like Legal, Compliance, Audit, InfoSec, Risk, Business, Operations, service providers. • Ensuring compliance to regulatory guideline & internal organizational policies for IT Applications • Conducting DR drills & ensuring business continuity for IT applications as per regulatory framework. 			
Desired Profile			

Job Description

Education	B. Tech or BE MCA/MBA/MTech- Computer Science/IT will be added advantage
Experience	8-12 years
Certifications	ITIL, PMP, TOGAF, COBIT, DevOps, etc.
Team Size managed	5-10

- Proven experience in IT infrastructure management and support.
- Experience with system and network administration.
- Strong understanding of IT infrastructure technologies and trends.
- Excellent problem-solving and analytical skills.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in using infrastructure management tools and software.
- Advance knowledge of emerging technologies like Artificial Intelligence, Machine Learning, Deep Learning, Block chain technologies, IOT, Cloud Technologies, AWS, Microsoft Azure & GCP, Big Data Technologies etc