# Job Description

| POSITION DETAILS | | | |
|---|---|---|---|
| **Functional Designation** | | **Department** | Information Technology |
| **Sub Department** | Information Technology | **HR Grade** | |
| **Location** | Corporate Office | **Reporting Manager** | |

## Job Purpose

The Head-IT Infrastructure is responsible for overseeing the planning, implementation, and maintenance of the company's IT infrastructure. This role involves managing the IT infrastructure team, ensuring the reliability and security of IT systems, and aligning IT infrastructure with business goals.

## Principal Accountabilities

- Develop and implement the IT infrastructure strategy to support business objectives.
- Plan and manage the deployment of IT infrastructure projects.
- Ensure the alignment of IT infrastructure with the overall IT strategy.
- Manage and mentor the IT infrastructure team.
- Foster a culture of innovation, collaboration, and continuous improvement within the team.
- Provide leadership and guidance on infrastructure-related issues to the executive team and other stakeholders.
- Oversee the design, implementation, and maintenance of IT systems and networks.
- Ensure the reliability, performance, and security of IT infrastructure.
- Manage the lifecycle of IT infrastructure, including upgrades and replacements.
- Ensure IT infrastructure meets security and compliance standards.
- Develop and enforce security policies and procedures.
- Conduct regular security assessments and audits.
- 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.
- Develop and manage the IT infrastructure budget.
- Achieving economy of scale for increase in volume by negotiations with service provider.
- Round the clock monitoring for high Infra availability.
- Ensure cost-effective use of resources in infrastructure projects.
- Monitor and control expenses to ensure they are within budget.
- 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.

1

# Job Description

## Desired Profile

| Education | MCA/MBA/MTech- Computer Science/IT |
|---|---|
| Experience | 15-20 years |
| Certifications | ITIL, PMP, TOGAF, COBIT, DevOps, etc. |
| Team Size managed | 20-50 |

- Master's degree in information technology, Computer Science, or a related field.
- Proven experience in a leadership role in IT infrastructure management.
- Extensive experience in managing IT systems and networks.
- Strong leadership and organizational abilities.
- Excellent communication and interpersonal skills.
- Strategic thinking and problem-solving aptitude.
- ITIL certification & knowledge of Service Now or similar tool is mandatory.
- Familiarity with network and system administration.
- 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.