

Job Title: Network Administrator	
Reports to	Section Manager, Network & Hardware Support
Function:	Design, configure, monitor and manage Data Center's network & all the branches. Study/research and implement network security towards maintaining confidentiality, integrity & availability.
Accountabilities/Responsibilities Designing of a network layout before deployment into the Production Environment as a preplan. The designs would include as following: 1. Network layout for Data Center (DC). 2. Network layout for Disaster Recovery Center (DR). 3. Network layout for the branches. 4. Network layout for connecting with external organizations (Royal Monetary Authority, Bhutan Telecom, Bhutan Power Corporation, Tashi Cell, Himalayan Bank Limited, other Financial Institutes within Bhutan, DC-DR, etc.). 5. Network layout as a trial to test out automatic functionalities (Policy Based Routing, Redundancy testing – Failover, switching, inter-VLAN routing, etc.). 6. Network Cabling – LAN 7. All the network cabling (either in the existing branches or for new branch) are done based on the network layouts designed in the pre-planning stage. Cabling is done manually by one of the network administrators with the help of one or two labour(s). 8. Management of servers like FTP, Active Directory Domain Services, Proxy Servers, ERP, Swift, DHCP, DNS etc. 9. VoIP – Management and monitoring of Cisco Unified Communication Manager- CUCM. 10. Network troubleshooting – all the branches including DC/DR and Head Office. 11. Constant network monitoring of all the connectivity of BOB based on NMS - PRTG. 12. Verification of Monthly Recurring Cost compilation based on the invoices received from BTL. 13. Computer maintenance that includes installation of OS, updates and upgrades, joining into domain, etc. of end users. 14. User creation/disabling in Active Directory, Email, and Proxy Server. 15. Management and monitoring of BOB mail system that includes enrolling/disabling users, spam management, log check for mail delivery, setting email clients for users (if they require one), etc. 16. Swift servers (Production & UAT) in the Data Center have been maintained and monitored daily. 17. All the network equipment (Cisco Firepower, Cisco Routers, Cisco Switches, Wireless Access Points, etc.) are configured, managed and monitored. 18. Deployment of antivirus with proper pre-planning. 19. Network redundancy as a BCP – BGP implementation in progress. 20. IPVPN/P2P configuration/implementation. 21. Plan for the requirement of network design to be made based on new tasks to be incorporated. 22. Backing up of all the network devices' configurations on weekly basis into the backup server maintained in DC. This is achieved by the CRON job configured. 23. BOB-BT Service Level Agreement. 24. Remote VPN Access management on the Cisco Firepower.	

29. During the disaster at DC in Thimphu, he/she shall solely be able to take charge of the complete network at the DR site.

Key Performance Measures

1. Every project initiated by the Bank has a need to change network configurations, precisely & securely. Thus, projects like mBOB infrastructure migration, Tableau Reporting infrastructure, etc., are managed and monitored periodically.
2. Active Directory Domain Services was implemented to control/manage the domain users (Branch Users) adequately.