

Term of Reference of Network and System Specialist

TERMS OF REFERENCE	
Program	Core Banking selection and implementation
Expertise	Network and System Administration
Nature of Contract	Continuous
Duration of Contract	12 Months
<p>Network and System Specialist (NSS) will provide Network and system related consulting services to Network unit at the bank that provides specialized knowledge and support for ICT systems network related disciplines to test, implement, and monitor, secure and optimize the RBBL ICT Network systems that support RBBL to expand Banking services for different geographic range and operation areas of Nepal. This position will be part of the WAN/LAN Selection and Implementation. The goal of NSS is to implement, and monitor, secure and optimized the RBBL ICT Network systems aligned to deliver expertise and consistent rigor, transparency and discipline. This function will enhance Technology & Innovation's (T&I) ability to efficiently and effectively deliver a strategic advantage to RBBL. The NSA supports project and programs across T&I. As a Network and System Administrator, you will provide consulting services to Network and System Unit that are strategic, and have broad impact in secure and reliable network. You will collaborate with Technology, the Line of Business, and Operations to develop an integrated plan, monitor and control the scope, schedule and cost while ensuring risks and issues are actively and aggressively managed and communicated.</p> <p>This position is located in Rastriya Banijya Bank limited, Central Office, Singhadurbar Plaza, and will support Retail Technology within the Core Banking and Bank Operations domains.</p> <p>As a Network and System Specialist, s/he has to work in close collaboration with Network and System Unit of the bank, and Project Management Unit (PMU) head and reporting to PMU Head and the Chief Executive Officer (CEO) of RBBL. The Network and System Specialist will be responsible for the following:</p> <p>Job Description</p> <ul style="list-style-type: none">• Assist in network design and implementation.• Provide network support with a variety of operating systems.• Install and configure computer network equipment.• Maintain network connectivity of all computer workstations.• Provide network support to users.• Maintain servers and associated hardware, applications, services, and settings.• Develop and monitor policies for the use of network resources.• Implement and manage disaster recovery and back-up.• Evaluate and recommend security improvements and system upgrades.• Monitor network to ensure optimal performance.• Create and maintain network users/permissions.	

- Test release of products to minimize user impact and ensure compatibility.
- Create technical support documentation for systems and applications.
- Provide consultancy to the Network and system team of RBBL by providing operational support, monitoring and management of all ICT systems (desktop environment, server, networking and storage infrastructure),
- Monitor the corporate ICT helpdesk to identify emerging issues,
- Lead and administer supplier compliance with terms of contracts.
- Participate in the development, preparation and delivery of training opportunities to enhance the knowledge and efficiency of RBBL ICT Technical staff,
- Ensure that all Systems Administrators are compliant with current change and problem management policies,
- Provide specialist knowledge relating to ICT with key stakeholders to maintain existing systems and ICT infrastructure.
- Assist in the establishment and maintenance of security, integrity and business continuity controls and documentation,
- Ensure regular updating and testing of disaster recovery procedures,
- Ensure there are risk mitigation strategies in place for all IT infrastructure/systems, and business continuity in the event of a disaster.
- Define scope, plan and produce deliverables for assigned projects,
- Identify and document detailed business and system requirements for assigned projects,
- Participate in the development and use of endorsed RBBL project guidelines and standards, and apply those techniques to manage, implement and deploy approved ICT infrastructure projects.

Qualification and Experience

- Master's degree in Computer Science, Information Technology, Information system or equivalent degree from a recognized university
- More than 10 years' experience in the use of corporate system backup and recovery solutions,
- More than 10 years' experience in medium-sized LAN and WAN environments running Microsoft Windows Server technologies, IIS, System Centre, AD as well as Linux Servers (Ubuntu, CentOS),
- Proven work experience with Microsoft Windows 10 desktop, Linux (CentOS), and Unix operating systems,
- Practical work experience in ICT Security and Identity Management,
- Practical work experience in the installation, configuration and deployment of network routers and switches (like Cisco, Pao Alto, Checkpoint, Fortinet, Sonic wall, Sophos),
- Demonstrated ability in the provision of user training and support (standard office automation and customized applications),
- Experience in good customer care, with additional focus on the support of remote users and logistical arrangements, which are common in remote areas of Nepal.

Additional Qualification and Experience

- Certification like CISSP, COBIT, ITIL are an advantages
- Experience in CEH, CHFI, ECSA are an added advantages

Support to PMU

1. Assist PMU to prepare project progress report.
2. Undertake any other tasks requested by the CEO of RBBL