State Bank of Pakistan

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State Bank of Pakistan

State Bank of Pakistan, the Central Bank, regulates the monetary and credit system of Pakistan and fosters its growth in the best national interest with a view to securing monetary stability and optimum utilization of country's productive resources.

To further strengthen institutional capacity and as part of Strategic Plan to strengthen HR base, SBP invites applications from talented, self-motivated, result oriented and energetic professionals for following Karachi based (otherwise specified) positions. Contractual positions are for an initial 2-years period, which may further be extended subject to SBP's need and satisfactory performance of the incumbent. SBP is an equal opportunity employer and provides excellent opportunities for candidates desirous of working in a challenging environment.

Operation Officer - IT Operations (Contractual - Karachi and Hyderabad)

Key responsibilities of the incumbent will include, but not limited to, the following:

- Perform shift duty according to duty roaster at data center facility for 24x7 operations.
- Perform procedures for timely completion of end-of-day operations of various business applications.
- Resolve operational and close of business operations (COB) issues with the coordination of technical teams.
- Execute data backup jobs of various systems as per SOP or as directed.
- Manage backup media as per SOP.
- Generate desired reports for different users as per procedures or as directed.
- Monitor temperature of UPS rooms and data centers and readiness status of related fire detection and suppression systems.
- Coordinate with the concerned hardware engineers / vendors under the supervision of data center supervisor to resolve any issues with the IT equipment.
- Manage access control of data center and associated locations as per procedures. Maintain and manage visitors / vendors logs.
- Perform any other work assigned by the supervisor.

Eligibility Criteria:

Experience:	At least three (03) years post qualification experience in operations of medium size data center of a reputable organization. Candidate should have experience of managing key components of data center infrastructure such as precision air-conditioners, UPS, fire detections and suppression system, environment monitoring system, building management systems and building access control systems. Candidate should have experience of technical writing and documentation management.
	Experience of one or more of the following areas will be a plus:
	o Database systems such as Oracle, MS SQL Server, IBM DB2. o Server hosting such as Red Hat Enterprise Linux, VMware, Hyper-V, etc. o Backup solutions such as NetBackup o Storage hardware (SAN/NAS) setup and configuration o Wi-Fi/LAN/WAN setup, configuration, monitoring, troubleshooting, maintenance o Operations of key electrical components of data center infrastructure including UPS systems, generators, power panels, circuit breakers, electrical wiring and PDUs, etc. o Working in windows environment (Active directory, Exchange, etc.)
Education:	Bachelor's or Master's Degree (with a minimum of 16 years of education) Computer Science / Software Engineering / Information Systems / Computer Systems / Computer Engineering / Telecom Engineering / Electrical Engineering / Electronics Engineering from HEC recognized domestic or foreign institutions.
Certification:	Preference will be given to candidates with relevant certifications.
Age:	Maximum 32 years. May be relaxed in case of additional relevant experience.

Assistant Director (OG-2) – Enterprise Backup & Recovery Systems

Key responsibilities of the incumbent will include, but not limited to, the following:

- Installing, configuring, supporting and maintaining enterprise backup & recovery systems such as Veritas NetBackup / Dell-EMC Networker or equivalent solutions including backup duplication appliances and tape library systems in a large heterogeneous data center environment.
- Configuring data backup workload for Linux, Windows, VMware, Hyper-V, MS SQL Server, Oracle DBMS and DB2, etc.
- Troubleshoot failures with defined SLA, and ensure compliance of backup & recovery requirements as per RTO and RPO.
- Windows and Linux operating system administration for managing enterprise backup & recovery servers including basic knowledge of OS level scripting for configuring backup agents.
- Coordination with OEMs for issue escalation and subsequent resolution of backup & recovery failures.
- Work with application, database and IT infrastructure teams to identify backup & recovery requirements, then propose, and implement appropriate data backup solutions.
- Review daily reports related to backups, system capacity and utilization trends and escalate issues requiring management decisions.
- Train backup operations team on monitoring backups, issue resolution and escalation processes.
- Contribute in the preparation and maintenance of documentation including daily checklists, SOPs, configuration details, incident reports, change requests, etc.
- Assist in establishing and implementing standards, policies, procedures and practices as per need.

Eligibility Criteria:

Experience:	At least three (03) years of post-qualification experience combined with in-depth knowledge of Veritas NetBackup 7.x/8.x system or Dell-EMC Networker or similar enterprise data backup and recovery systems; experience of data backup, compression, de-duplication solutions, good understanding of SAN storage and backup appliances and networking.
Education:	Bachelor's or Master's Degree (with a minimum of 16 years of education) Computer Science / Software Engineering / Information Systems / Computer Systems / Computer Engineering / Telecom Engineering / Electrical Engineering / Electronics Engineering from HEC recognized domestic or foreign institutions.

| Certification: | Preference will be given to candidates with industry recognized certifications in the areas of Veritas NetBackup or Dell-EMC Networker or similar enterprise data backup and recovery solutions, Backup Appliances and OS Administration (e.g. Microsoft and Linux). |
| Age: | Maximum 30 years. May be relaxed in case of additional relevant experience. |

Assistant Director (OG-2) – Equipment Inventory Management

Key responsibilities of the incumbent will include, but not limited to, the following:

- Coordinate and make arrangements for IT equipment Delivery and assist the store in-charge in taking physical delivery of equipment from suppliers.
- Distribute equipment in SBP and its subsidiaries.
- Capitalize equipment in Fixed Asset Register and updated data as and when required.
- Maintain inventory of new, existing and discarded equipment.
- Assist in equipment requisition to meet the requirement of the bank and its subsidiaries.
- Participate in the tender development and bid evaluation processes.
- Coordinate with store in-change for the disposal of IT equipment.
- Prepare different types of inventory reports for management.
- Contribute in the preparation and maintenance of documentation including daily checklists, SOPs.
- Assist in establishing and implementing standards, policies, procedures and practices as per need.

Eligibility Criteria:

Experience:	Minimum of three (03) years of post-qualification hands-on industry experience in managing IT inventory store including procurement, delivery, installation and disposal.
Education:	Bachelor's or Master's Degree (with a minimum of 16 years of education) Business Administration / Computer Science / Software Engineering / Information Systems / Computer Systems / Computer Engineering / Telecom Engineering / Electrical Engineering / Electronics Engineering from HEC recognized domestic or foreign institutions.
Age:	Maximum 30 years. May be relaxed in case of additional relevant experience

Assistant Director (OG-2) – IT Procurements and Contract Management

Key responsibilities of the incumbent will include, but not limited to, the following:

- Assist in developing bidding and contract documentation for IT related procurements.
- Assist in IT procurements, contract management and related payments.
- Maintain records of all contracts in physical as well as soft format.
- Validate and process vendor invoices related to IT contracts.
- Manage IT budgets, this includes annual budget planning process and reporting budget availability & utilization as and when required.
- Execute secretarial tasks related to the meetings of management committees.
- Organize departmental training activities including seeking nomination & approvals, collection of training reports and organizing post-training knowledge sharing sessions.
- Coordinate with various departments regarding organizational reporting and compliance issues.
- Manage training for internees and new inductees.
- Contribute in the preparation and maintenance of documentation including daily checklists, SOPs.
- Assist in establishing and implementing standards, policies, procedures and practices as per need.

Eligibility Criteria:

Experience:	Three (03) years or more of post qualification experience in IT environment carrying out procurements and contract management related functions, performing bid evaluations and assessments, renewal of SLA, vendor management, etc. General office administration, coordination and liaising experience will be a plus.
Education:	Bachelor's or Master's Degree (with a minimum of 16 years of education) Business Administration / Computer Science / Software Engineering / Information Systems / Computer Systems / Computer Engineering / Telecom Engineering / Electrical Engineering / Electronics Engineering from HEC recognized domestic or foreign institutions.
Certification:	Preference will be given to candidates with certificate courses in procurement, Business communications and contract management.
Age:	Maximum 30 years. May be relaxed in case of additional relevant experience

Assistant Director (OG-2) – Linux System Administration

Key responsibilities of the incumbent will include, but not limited to, the following:

- Perform delegated administration and monitoring of Red Hat Enterprise Linux 5.x/6.x/7.x operating systems and associated services, which include directory services, KVM, DNS, DHCP, email relay services, remote printing, user/file ACL maintenance, SELINUX, FIREWALLD and TCP WRAPPERS.
- Monitor server hosting infrastructure component comprising VMware, Hyper-V, SAN and servers.
- Maintain and support data backup and recovery operations of systems hosted on Red Hat Linux using NetBackup or Networker or similar enterprise backup software
- Perform operating system tuning and optimization for different databases and application system in coordination with respective technical teams.
- Provide level-1 technical support to database administrators, application teams and end-users.
- Coordinate with OEMs, SLA vendors for the resolution of technical issues.
- Contribute in the preparation and maintenance of documentation including daily checklists, SOPs, configuration details, incident reports, change requests, etc.
- Assist in establishing and implementing standards, policies, procedures and practices as per need.

Eligibility Criteria:

Experience:	At least three (03) years post qualification in-depth experience of administrating/supporting Red Hat Enterprise Linux 5.x/6.x/7.x operating system based servers.
	Exposure to VMware/Hyper-V server virtualization technologies, NetBackup or Networker or similar enterprise data backup and recovery solutions and SAN storages and network architecture.
Education:	Bachelor's or Master's Degree (with a minimum of 16 years of education) Computer Science / Software Engineering / Information Systems / Computer Systems / Computer Engineering / Electrical Engineering / Telecom Engineering / Electronics from HEC recognized domestic or foreign institutions.
Certification:	Preference will be given to candidates with industry recognized certifications on Linux Administration, Server & Storage Systems and Virtualization technologies.
Age:	Maximum 30 years. May be relaxed in case of additional relevant experience

Assistant Director (OG-2) – Network Operations

Key responsibilities of the incumbent will include, but not limited to, the following:

- Support, maintain and monitor SBP campus wide Ethernet networky
- Manage and maintain corporate Wide Area Network (WAN) connectivity across SBP and its subsidiaries.
- Perform routine traffic engineering tasks on the WAN to ensure optimum delivery of network services across the country.
- Configure core network switches and routers.
- Manage, configure and monitor Next Generation Firewalls (NGF) and Intrusion Prevention Systems (IPS)
- Provide level-1 support services to Bank's internal & external customers.
- Manage wireless LAN related implementation at SBP & subsidiaries.
- Coordinate with vendors for the repair/replacement of faulty network equipment as per SLA.
- Resolve vulnerability issues on network infrastructure.
- Contribute in the preparation and maintenance of documentation including daily checklists, SOPs, configuration details, incident reports, change requests, etc.
- Assist in establishing and implementing standards, policies, procedures and practices as per need.

Eligibility Criteria:

Experience:	At least three (03) years post qualification in-depth experience of working in the area of network engineering/operations/administration.
Education:	Bachelor's or Master's Degree (with a minimum of 16 years of education) Computer Science / Software Engineering / Information Systems / Computer Systems / Computer Engineering / Telecom Engineering / Electrical Engineering / Electronics Engineering from HEC recognized domestic or foreign institutions.
Certification:	Preference will be given to candidates with any of the following certifications: CCNA (R&S); CCNP (R&S); CCP.
Age:	Maximum 30 years. May be relaxed in case of additional relevant experience

Assistant Director (OG-2) – Data Center & UPS Infrastructure Management

Key responsibilities of the incumbent will include, but not limited to, the following:

- Monitor, maintain, test and troubleshoot UPS systems, UPS power feeds & power distribution infrastructure at SBP and its subsidiaries across the country
- Coordinate with vendors as per SLA to arrange periodic preventive maintenance, repair, replacement, and/or upgrades of UPS systems.
- Utilize centralized monitoring systems to oversee the availability & health of UPS power infrastructure and the environment of multiple data centers & other IT infrastructure facilities across the country.
- Periodically visit the IT infrastructure sites to identify any abnormalities.
- Manage data center space and provide technical support to other IT teams during decommissioning and/or installation of equipment.
- Contribute in the preparation and maintenance of documentation including daily checklists, SOPs, configuration details, incident reports, maintenance logs, change requests, etc.
- Assist in establishing and implementing standards, policies, procedures and practices as per need.

Eligibility Criteria:

Experience:	At least three (03) years post qualification experience in operations and maintenance of UPS system & data center infrastructure of a reputable organization.
	The candidate should have experience of troubleshooting, maintenance and operation of key components of data center infrastructure like UPS, precision air-conditioners, generators, Automatic Transfer Switch, Static Transfer Switch, power panels, access control system, electrical wiring, PDUs, fire detections & suppression system, environment monitoring system, building management system, data center infrastructure management system, etc.
Education:	Bachelor's or Master's Degree (with a minimum of 16 years of education) Electrical / Electronics' Engineering from HEC recognized domestic or foreign institutions.
Age:	Maximum 30 years. May be relaxed in case of additional relevant experience.

Assistant Director (OG-2) – Configuration Change Management and Compliance

Key responsibilities of the incumbent will include, but not limited to, the following:

- Coordinate with internal & external auditors, information security & risk management departments, in regards to audit compliance, cyber security and other IT related risk issues.
- Assist departmental teams in preparing action-plan to close cybersecurity loopholes and audit compliance items.
- Closely follow-up on the action-plans and escalate unresolved issue to the departmental management team.
- Assist in providing assurance to IT stakeholders that Configuration Management SOPs are being strictly adhered to.
- Analyze incidents for root cause analysis and propose strong cybersecurity safeguards.

- Contribute in the preparation and maintenance of documentation including daily checklists, SOPs, configuration details, incident reports, maintenance logs, change requests, etc.
- Assist in establishing and implementing standards, policies, procedures and practices as per need.

Eligibility Criteria:

Experience:	At least three (03) years post qualification experience in the areas of IT Security / IT Audit / IT Risk assessment / IT Configuration Management that may include software vulnerability assessment, penetration testing, development of configuration management SOPs, providing compliance assurance against cybersecurity standards and frameworks, implementation and management of enterprise level IT security solutions like SIEM, Threat Intelligence system, Patch Management, NG Firewalls / IDS&IPS, Antivirus Systems etc.
Education:	Bachelor's or Master's Degree (with a minimum of 16 years of education) Computer Science / Software Engineering / Information Systems / Computer Systems / Computer Engineering / Telecom Engineering / Electrical Engineering / Electronics Engineering from HEC recognized domestic or foreign institutions.
Certification:	Preference will be given to candidates with certifications in any of the following areas: Cybersecurity, IT Security, and IT Audit.
Age:	Maximum 30 years. May be relaxed in case of additional relevant experience.

Assistant Director (OG-2) – Data Center Supervision (Hyderabad)

Key responsibilities of the incumbent will include, but not limited to, the following:

- Assist in administration of Temenos T24, Oracle, SQL Server & DB2 databases. This includes upgrades, deployment of patches, backup & recovery, performance tuning and scripts development.
- Assist in performing disaster recovery drills of various business application systems.
- Assist in administration of Windows and Linux servers including backup & recovery processes
- Monitor operations and environment of data center facility & infrastructure through centralized building / data center management systems and other monitoring software tools.
- Escalate unresolved issues to concerned stakeholders.
- Assist in managing shift duty schedules for data center operations staff.
- Coordinate with vendors as per SLA to arrange periodic preventive maintenance, repair, replacement, and/or upgrades of data center infrastructure.
- Manage data center space and provide technical support to other IT teams during decommissioning and/or installation of equipment.
- Provide technical support to IT teams for operations of servers, storage, network equipment, etc.
- Contribute in the preparation and maintenance of documentation including daily checklists, SOPs, configuration details, incident reports, maintenance logs, change requests, etc.
- Assist in establishing and implementing standards, policies, procedures and practices as per need.

Eligibility Criteria:

Experience:	At least three (03) years post qualification experience in overseeing operations of Data Centers.
	Preference will be given to candidates with experience of supporting backend operations of Temenos T24 systems, Oracle/MS/IBM based DBMS systems, and having fundamental knowledge of DBMS administration activities.
Education:	Bachelor's or Master's Degree (with a minimum of 16 years of education) Computer Science / Software Engineering / Information Systems / Computer Systems / Computer Engineering / Telecom Engineering / Electrical Engineering / Electronics Engineering from HEC recognized domestic or foreign institutions.
Certification:	Preference will be given to candidates with certifications related to Data Centre Infrastructure, Linux, Servers, Storage Systems, Virtualization, and DBMS administration, etc.
Age:	Maximum 30 years. May be relaxed in case of additional relevant experience.

Application Procedure

Interested candidates meeting the above mentioned eligibility criteria may send their detailed CVs to the address mentioned below. Please clearly mark the envelope with the position applied for. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to undergo a written test as part of selection process. Provincial/Regional Quotas are observed as per Federal Government Rules.

Joint Director (Resource Management)
Human Resources Department
State Bank of Pakistan, 10th Floor, SBP Main Building
I.I. Chundrigar Road, Karachi

Application Deadline: April 22, 2019

Misinformation and any attempt to influence the selection process will be considered a definite disqualification for current as well as for all future recruitments in the Bank, even if the candidate is otherwise qualified.