



# Institute of Actuaries of India

Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,  
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706  
+91 22 6243 3333 +91 22 6243 3322

**Date: 18/04/2024**

## Job Description:

Job Title	Deputy Manager	Level & Grade	Level 3 and Grade 3
Department	Information Technology	Location	Seawood, Navi Mumbai
Reports to	Deputy General Manager	Reportees	NA

## Job Purpose:

The Institute of Actuaries of India invites applications from professionals with impeccable integrity, a dedicated sense of purpose and a track record of delivering results in the IT Department. As a Network Administrator, selected candidate will manage and optimize network infrastructure and hardware for performance, reliability, and security. This includes installing, configuring, and maintaining network devices and servers. He/she will collaborate with vendors to upgrade security protocols, monitor performance, and swiftly resolve issues for uninterrupted connectivity.

## Responsibilities:

- Experience in managing and trouble-shooting complex network infrastructure in LAN/WAN environment with expertise in Routers, Switches and Firewalls.
- Defining firewall rules, network policies and procedures.
- Monitoring of Multiple Network devices, Servers, SQL Servers, Firewalls etc.
- Responsible for networking, hardware and software purchase, software licensing and hardware maintenance.
- Responsible for installing, supporting and maintaining new server hardware and software infrastructure.
- Responsible for managing the telephone IP PBX system, UPS System, CCTV System, Wi-Fi Access Points, Biometric System and Video conferencing system.
- Configuration of TCP/IP, DNS, DHCP, VLAN and IP administration.
- Virtualization Techniques like VMWARE & HYPERVISOR.
- Responsible for analyzing workflow, access, information, and security requirements; designing router administration, including interface configuration and routing protocols.
- Maintains network performance by performing network monitoring and analysis, and performance tuning; troubleshooting network problems; escalating problems to vendor.
- Secures network by developing network access, monitoring, control, and evaluation; maintaining documentation.
- Analyzes network functions and evaluates the services provided; develops plan of action and recommendations; identifies milestones and issues to be



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addressed, and generates reports as required.

- Monitors internet bandwidth utilization trends, manages network performance, and assures maximum uptime; performs ongoing analysis, capacity planning, and technical tuning of the network systems to improve performance.
- Designs, configures, and maintains network infrastructure components; troubleshoots network to diagnose system problems; identifies, locates, resolves, and repairs problems; installs and configures software upgrades, file sharing, and domain security protocols.
- Knowledge of M365, Microsoft Azure Active Directory.
- Knowledge of cabling media, industry standards and associated interfaces.
- Expert Knowledge of Microsoft Exchange & Azure including routing, recovery, installation, management, monitoring and administration.
- Experience implementing and managing Exchange.
- Proven knowledge of the following: Exchange Roles, SMTP routing, Outlook, High Availability solutions.
- Strong understanding of Active Directory administration, structure, permissions, and best practices.
- Scripting experience using VBS or PowerShell.
- Experience in Data Backup Management. Knowledge of SAN Box devices, backup devices etc.
- Maintaining of register – IT Asset, IT Inventory, Backup etc.
- Monitoring the daily backups. Monitoring the daily restorations. Checking the backup consistency.
- Troubleshooting the backup errors and resolving.
- Daily report for the backups scheduled.
- Management and maintenance of IAI website includes: - access issues, performance issues, uploading of documents etc.

## **Educational Qualification and Experience requirements**

- Qualification: Diploma / bachelor's degree in information technology, Computer Science, BSc-IT, BCA, MCA.
- Experience: About 3+ years of relevant experience

## **Working term:**

- Appointment is on a full-time basis.



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## Age requirements:

- Minimum Age – not less than 25 years
- Maximum Age – not more than 35 years

## How to apply:

Kindly apply by sending your CV at [vinita@actuariesindia.org](mailto:vinita@actuariesindia.org)

**Last date of application: 30<sup>th</sup> April 2024**

## About IAI:

The Institute of Actuaries of India (IAI) is a statutory body established by an Act of Parliament, viz. The Actuaries Act, 2006 for regulating the profession of Actuaries in India. The nodal ministry for the Institute is Department of Financial Services, Ministry of Finance.

The affairs of the IAI are managed by a Council in accordance with the provisions of the Actuaries Act, 2006.