GDIZ
GLO-DJIGBÉ INDUSTRIAL ZONE
ZÈ-BÉNIN

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recrute

IT Infrastructures Specialist

Les candidats intéressés peuvent soumettre leur curriculum vitae (CV) en version française ou anglaise au plus tard le **08 mai 2022** à l'adresse mail suivante : **hr.benin@arisenet.com** en veillant à mettre l'intitulé du poste à pourvoir dans l'objet de l'email.

NB : Les candidatures féminines sont fortement encouragées

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Key Accountabilities

<div align="right">**IT Infrastructures Specialist**</div>

- IT Infrastructures Administration manage IT servers, user compute, Network & security Infra compliance in line with organization policy, Co-ordinate with group level admin teams as and when required to ensure service continuity]
- Perform Network Administration task and ensure uptime of network devices and links across operation area.
- Prepare Network improvement plan in line with business requirement and oversee execution of the same.
- Internet/Intranet link management and uptime assurance with various stakeholders to ensure continuous connectivity between business locations.
- Ensure 100% compliance of InfoSec policy guidelines for BU users.
- Ensure appropriate escalation within or out of teams as and when required for timely closure of the issues/CRs/Requirements
- Keep track of IT user IDs across the landscape through its complete life cycle for various policy compliance and management reporting.
- Support IT Manager in preparing departmental budgets. Keep track of expenditure pertaining to relevant area and perform necessary activities related to service/invoice certification and vendor payments.
- Support IT manager in departmental reviews by generating departmental MIS inputs on periodic basis

Minimum Qualifications

- Bachelor's degree in computer science or information technology
- Certification ITIL, CCNA, MCP (would be preferred)
- 5–7-years' experience in the Mid-Senior technical role
- Specific skills on Microsoft environment & O365
- Advance level knowledge in IT hardware, server and Infosec tools maintenance
- Advance knowledge in networking technology and exposure in WiFi/fiber cable networking
- Capability to communicate in English (written and verbal)
- Flexibility to work in challenging work environment and in fluid working hour

Only shortlisted applications will be contacted

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Key Accountabilities

- Manage access Control/attendance management system [Incl. User Registration, Application Admin, Field equipment uptime assurance, Vendor coordination, Technical assistance to HR team as and when required].
- IT Asset Management [Support IT Manager during technical comparison of asset at the time of procurement, manage the asset tracking through the life cycle of asset at Textile plant, Ensure the compliance of asset management and tracking policy], Manage installation and configuration all new hardware, end-points, OS and Applications in line with IT policy
- CCTV Setup AMC coordination, Technical Coordination with suppliers in case of new CCTV setup requirements.
- Process ownership for IT department including documentation management.
- Ensure the technical/escalation support for EUS activities to IT Agents in managing EUS.
- Assist network and server admins as and when required to troubleshoot and resolve various issues.
- High level documentation & Reporting, Generate and maintain departmental MIS inputs for work area

Minimum Qualifications

- Bachelor's degree in computer science or information technology
- Certification ITIL, CCNA, MCP (would be preferred)
- 2-4 years' experience in the IT/System field as supporting front
- Specific skills on Microsoft environment & O365
- Moderate to advance level knowledge in hardware maintenance
- Basic knowledge networking technology and exposure in WiFi/fiber cable networking
- Capability to communicate in English (written and verbal)
- Flexibility to work in challenging work environment and in fluid working hour

Only shortlisted applications will be contacted

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