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| **Job Grade*:* Trainee Officer**  **Bank Asia Limited** |  |
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**Job Description / Responsibilities**

* Support daily ICT operations (Core Banking System)
* Onsite and offsite support, setup & trouble-shooting of work stations, printers, maintenance of internal network
* Monitor automated financial transaction
* Provide support with maintenance of the management information systems ensuring data accuracy and report production
* Monitor and understand system generated log to detect threat, malware and other system issues
* Work with a project team to ensure that elements of a project are delivered on time and within specifications
* Deliver effectively with all task progress, evaluations, schedules along with technical and business team
* Complete shift check lists and status reports as required
* Perform basic networking trouble-shooting
* Work in night shift on a roster basis at Data Center or “Information Security Operation Centre”

**Job Nature**

Full-time

**Educational Requirements**

* B.Sc in CS/CSE from a reputed university
* Vendor Certification (e.g. MCSE/RHCE/OCP/CEH/ITIL/CCNA/CCDA) will get preference

**Experience Requirements**

1 year

**Additional Job Requirements**

* Age not over 30 years
* Applicant should be skilled, creative, self-motivated and work in team environment
* Excellent communication and interpersonal skills
* Hard working and ability to work under pressure
* Flexibility in work schedule

**Job Location**

Dhaka in Bangladesh

**Apply Instructions:**

Candidates possessing the requisite skills and qualifications should feel free to apply online through [*http://103.17.69.213:8888/hr/f?p=100:1:2494414477950464:::::*](http://103.17.69.213:8888/hr/f?p=100:1:2494414477950464:::::) by **August 15, 2019.**

Only short listed candidates will be called for interview. Bank Asia reserves the right to accept or reject any application without assigning any reason whatsoever. Bank Asia is an equal opportunity employer.

Attractive remuneration will be offered to the deserving candidates as per Bank’s policies.