



## ***IT & Communications Division***

is looking for

### ***Head of IT Infrastructure Services Department***

#### **Required background:**

- University Degree in Computer Science or similar;
- 5 years experience in the field of IT Infrastructure Management and / or IT service delivery, with at least 3 years of managerial experience;
- Proven coordination role in large scale IT infrastructure projects.

#### **Required competences:**

- Strong knowledge about the general IT service delivery best practices, standards and methodologies applied to the IT environment financial industries;
- Excellent proven knowledge in dealing with Microsoft Active Directory and Server solutions;
- Good proven knowledge regarding the IT infrastructure hardware and software landscape in large organizations;
- Strong analytical skills;
- Open minded and motivated person;
- Strong personality, able to work under pressure;
- Excellent team management capabilities;
- Fluent in English (speaking & writing);
- Courses and certifications on the area of IT service delivery and / or IT Infrastructure management would be an advantage.

#### **Main responsibilities of the job:**

- Leads the IT Infrastructure Department consisting of the following two desk units, with the following main activities:
  - IT Infrastructure Management
    - Responsible with Data Rooms Management, IT hardware central solutions (servers, storage, backup, other central IT equipments) and the software infrastructure (Active Directory, E-mail services, patch management, antivirus, database management, storage replication solutions, clustering, VMWare etc.);
    - Provider of IT central infrastructure for all IT projects;
    - Coordinates and control the activities related to IT infrastructure management performed by Group entities and other IT providers;
  - IT Network & Communications
    - Responsible with the communications network management (routers, switches, firewalls, data lines, telephony systems etc.), covering Head Offices and branches;
    - Designs and implement optimized solutions covering all data & voice traffic in the Bank;
    - Single Point of contact for all IT vendors contracted for projects and / or maintenance activities related to the data & voice network;
- Coaching role for its directs reports and for the other key staff from the department;



- Collaborates and supports the other Heads of IT departments with the mission of constantly improving the quality of the provided services;
- Responsible for the drafting and periodical review of the procedures covering the IT Infrastructure Management (e.g. Backup, Antivirus Procedure, IT Disaster Recovery, Licensing, Patch Management etc.);
- Works with the Group and local IT providers, establishing clear and lean processes for performing the IT project management function in the projects where they are involved.

#### Job details:

- Bucharest - Head Office
- Full time

*If you want to join a successful team, send your CV and application letter, mentioning the job you apply for by e-mail at [teodora.motorga@volksbank.ro](mailto:teodora.motorga@volksbank.ro) , no later than December 31th, 2011.*

*Only the selected candidates will be contacted.*