



**CAPM Venture Capital & Finance Limited**, The innovative and the most professional Financial Institution licensed by Bangladesh Bank focusing on promoting new venture, entrepreneurship and sustainable green prosperity. Currently CAPM Venture Capital & Finance Limited invites applications for the following position:

**Job Context**

<b>Title</b>	<b>Network and Security Administrator</b>
<b>Reports to</b>	Head of IT
<b>Location</b>	Corporate Head Office, Dhaka
<b>Nature</b>	Full Time Permanent
<b>Position Summary</b>	Under the general guidance of Head of IT, the individual is responsible for installation, configuration, and support of the institution's physical network and security infrastructure, including effective management of network environment, firewall and security administration.

**Job responsibilities**

<b>Major Duties and responsibilities</b>	<ol style="list-style-type: none"> <li>1. Design, configure, deploy and maintain the server system and network security infrastructure of CVCFL.</li> <li>2. Plan &amp; Implement network security policies and procedures.</li> <li>3. Analyze problems, recommend solutions, products, and technologies to meet business objectives.</li> <li>4. Actively protect information technology assets and infrastructure from external or internal threats and ensure that the company complies with regulatory requirements regarding information access, security and privacy.</li> <li>5. Review and evaluate security systems for enhancing network access.</li> <li>6. Implement firewall solutions to properly secure Network &amp; data and provide consultation on all new firewall implementations, firewall configuration changes, and projects requiring security operational support.</li> <li>7. Assist the end-user, other IT professionals, and external customers in requesting security variances and implementation of subsequent configuration change requests.</li> <li>8. Recommend best security practices to achieve business objectives, advises on risk assumptions for any variances granted, and provides alternatives to achieve desired end results.</li> <li>9. Assist in incident response for any breaches, intrusions, or theft.</li> <li>10. Monitor systems for any anomalies and ensure all necessary network security updates, patches and preventive measures are in place.</li> <li>11. Perform intrusion detection analysis.</li> <li>12. Vulnerability assessment test using different tools and techniques.</li> <li>13. Vendor coordination, whenever issues couldn't resolve internally.</li> </ol>
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	<ol style="list-style-type: none"> <li>14. Evaluates and performs planning, testing, and implementation of software and hardware upgrades.</li> <li>15. Arrange Documentation and provide upgrade to all information security policies and processes.</li> <li>16. Maintain system documentation and configuration data for regulatory and audit purposes.</li> </ol>
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**Pre-requisites to apply**

<b>Educational Requirements</b>	<ul style="list-style-type: none"> <li>▪ B.Sc &amp; M.Sc in Computer Science &amp; Engineering/Information Technology</li> <li>▪ Training on MCSA, CCNA, CCNP, RHCE, CEH etc. will get preference.</li> </ul>
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<b>Experience Requirements</b>	<ul style="list-style-type: none"> <li>▪ At least 5 to 8 years of relevant experience in a financial company or relevant.</li> </ul>
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<b>Job Requirements</b>	<ol style="list-style-type: none"> <li>1. Hands on experience in different tools used for Security Analysis and Assessment.</li> <li>2. Strong knowledge of Internet protocols (e.g., TCP/IP, HTTP, etc.) and physical layer.</li> <li>3. Strong knowledge of layer-2 network and Layer-3 network.</li> <li>4. Configure and Maintain Active Directory, FTP Server, Proxy, Web Server, DNS/DHCP Server, Mail Servers in Linux/Windows.</li> <li>5. Hands on experience in firewall (Cisco, Juniper, Fortinet, Sophos etc.).</li> <li>6. Can configure and maintain routers and switches like Cisco/Mikrotik Router, layer 3 switch etc.</li> <li>7. Risk analysis/assessment experience is a plus.</li> <li>8. Microsoft, Cisco and Juniper certifications (MCSE/ JNCIA/ JNCIS-SEC/ CCNA/ CCNP/ CCIP/ CCSP) will an added advantage.</li> <li>9. Experience in Virtualization platform like VMWare, Hypervisor will be an added advantage.</li> </ol>
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**Compensation**

<b>Salary</b>	<ul style="list-style-type: none"> <li>▪ Competitive salary will be provided to the deserving candidate</li> </ul>
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<b>Benefits</b>	<ul style="list-style-type: none"> <li>▪ As per company policy</li> </ul>
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**Application Deadline:** July 16, 2018

**Apply Instruction**

Send Your CV to [career@cvflbd.com](mailto:career@cvflbd.com)

Or



Forward the hard copy of the application along with updated resume, one copy of pp size photograph to:

**Human Resources & Administration Department**

CAPM Venture Capital & Finance Ltd

Level-10, Green Grandeur Tower,

58/E, Kemal Ataturk Avenue, Banani, Dhaka-1213

Only short listed candidates will be called for the interview through standard recruitment process. CVCFL reserves the right to accept or reject any application without assigning any reason whatsoever. **Mention the position in subject line.**