



JOB DESCRIPTION

DATE: 05.09.2021

EMPLOYEE NAME: Rixon Thomas Parokkaran

DEPARTMENT: IT

JOB TITLE: Senior Infrastructure Engineer

KEY RESPONSIBILITIES

1. Provide support and maintenance for the company's projects and solutions, i.e. eBorder Face Recognition Infrastructure, MOI Face-Print Identification Infrastructure, Face Recognition Operations Control Room, and send assessment reports to the Reporting Managers.
2. Install and maintain the Emulation Environment for the company's projects and solutions to meet the company's current and future requirements.
3. Proactively ensure the highest levels of systems and infrastructure availability.
4. Maintain the necessary project plans and documentation of all system builds and modifications.
5. Responsible for management, maintenance and architecture of storage, virtualised environment, servers, network devices, and productivity tools.
6. Maintain and monitor all network, security, and computer systems to meet the company's current and future requirements. Revise and modify systems to ensure security within network environment.
7. Maintain a good working knowledge of current infrastructure and future trends.

GENERAL RESPONSIBILITIES

- Maintain good working relationships with all service providers and vendors to ensure that services received meet expected requirements of contract.
- Interact and coordinate with vendors, suppliers, distributors, and contract consultants.
- Design Configuration for IT infrastructure network and supervise its implementation.
- Update the knowledge on recent developments in IT Infrastructure and apply it to company's network as per the company's needs.
- Ensure uninterrupted connectivity and smooth flow of information within and outside the company and report any shortcomings to the reporting managers.
- Prepare the Weekly Status Report and send to the Reporting manager.

JOB SUMMARY:

- Deploy, monitor, support and maintain the company's projects and solutions
- Provide systems, network, and security knowledge, experience, and solution in a network and system-diverse environment.
- Protect integrity, confidentiality, and availability of information system.



SIGNATURES:			
	NAME	DATE	Signature
Prepared by	Ruba Monajjed	05.09.2021	
Employee	Rixon Thomas	05.09.2021	
Reporting and Review			
Reporting to:	SHERPY GEORGE	05.09.2021	
Reviewed by CEO:		05.09.2021	
			ZACK CHAN