

BEGIN A JOURNEY WITH US!



Telekom Brunei Berhad (TelBru) is inviting qualified, dynamic and competent candidates to be a part of result driven team to fill the following vacant position: -

MICROSOFT INFRASTRUCTURE ADMINISTRATOR

MAIN DUTIES AND RESPONSIBILITIES

JOB PURPOSE:

To Manage, Maintain and Support Microsoft infrastructure especially MS Exchange, SharePoint, Skype For Business, SCCM, Certificate server, Active Directory, DHCP, DNS and NPS.

KEY RESPONSIBILITIES:

- Able to create and maintain system documentation and Standard Operating Procedures.
- Test and implement the technical solution for Microsoft Technologies.
- Mitigate security vulnerabilities found in vulnerability scans.
- Administer permissions, access and new user creation.
- Develop and implement customized sites and pages within a SharePoint 2013 environment, including customized web portals and HTML pages and integrated dashboards.
- Responsible for upgrades and patching for Microsoft Environment; including requirement gathering, testing, documentation and establishing the upgrade process and configurations while following the change control process.
- Lead, coordinate and perform SharePoint training for site collection owners, administrators and end users as required.
- Lead the process of system design activities and review existing system designs to ensure that application solutions achieve expected levels of performance, security, scalability, maintainability, reusability and reliability upon deployment.
- Monitor servers and application for system performance and troubleshoot problem areas as needed.
- Assist in designing and implementing disaster recovery plans for Microsoft systems and applications.
- Developing and implementing Clustering solutions including CCR and DAG
- Developing and implementing High Availability solutions including hardware/software load balanced CAS/HUB
- Proven expertise with core Microsoft Windows enterprise components to include: Active Directory, DHCP, DNS, Server 2008 R2, Server 2012R2 and Server 2016

QUALIFICATION, EXPERIENCE AND COMPETENCIES:

- At least six (6) years of working experience with Microsoft Exchange 2013/2016 administration.
- Knowledge of industry best practices for e-mail privacy and regulatory compliance, routing, filtering, monitoring, tiered storage, backup, and disaster recovery.
- Strong working knowledge of patch management and change control practices.
- Hands-on troubleshooting experience.
- Good knowledge of Microsoft SQL Server database management.
- Experience with SharePoint and Skype for Business.
- Experience with high-availability design (failover systems and data replication).
- Experience with server virtualization technologies (Hyper-V).
- Experience with SCCM.

Interested candidates are required to submit their full resume, stating complete academic qualification and experience together with a recent photo (non-returnable) not later than **16th May 2018 (Wednesday)** and label the file as **"MICROSOFT INFRASTRUCTURE ADMINISTRATOR"** email it to careers@telbru.com.bn or to the following address:

HEAD OF HUMAN RESOURCES

Telekom Brunei Berhad (TelBru)
Level 4, RBA Plaza
Jalan Sultan BS8811
Bandar Seri Begawan
Negara Brunei Darussalam

*Only SHORT-LISTED candidates will be notified