

# SYSTEMS ADMINISTRATOR

LankaPay Private Limited is the operator of Sri Lanka's National Payment Network - LankaPay. Operating under the guidance of the Central Bank of Sri Lanka, we facilitate approximately 240 million domestic interbank transactions at a value of Rs. 18 trillion every year. Our mission is to make convenience an 'accessible' and 'affordable' choice for every Sri Lankan whenever they carry out a financial transaction with a host of innovative, convenient and secure digital solutions via our world-class payment network.

When you join LankaPay, you become a part of this truly Sri Lankan national service. We believe in the potential of our people. LankaPay understands their aspirations, respects their differences and embrace individuality in our culture of purpose and inclusion. You will drive our pursuit of excellence in creating an environment where you enjoy, learn, perform and grow. As a vital member of our team, your work will impact to live our motto of #EverydayConvenience to Everyone intended to connect, uplift and enrich the lives of everyone, everywhere and every time they consume our services.

## KEY RESPONSIBILITIES & ACCOUNTABILITIES OF THE POSITION:

The selected candidate would be collectively responsible for the following key activities carried-out on a roster basis with other team members, but not limited to:

- Responsible for carrying out daily (working days only) main and settlement cheque clearing activities till completion of the day end backup & restoration
- Responsible for daily monitoring of health status, error logs, audit logs and readiness of Primary and DR Sites Servers, Storage Systems, Operating System & Databases
- Responsible for monitoring and making sure of successful completion of the data protection related activities - daily backups, primary and DR sites replications & purging jobs
- Responsible for successful completion of monthly operating systems backups and to tapes in primary and DR sites.
- Assist operation teams for time to time backup restoration requests from banking and finance customers
- Attend to system issues and troubleshooting and coordinate with management, senior staff members and support vendors till the resolution
- Coordinate periodic server, storage, operating system, and database health checks with respective vendors
- Assist management and senior staff for periodic vulnerability assessment and patching activities
- Assist management and senior staff for certificates and audit (PCI-DSS, ISO 27011, Security Audits, etc.) related activities - evidence collection, gap assessment, and remediation of gaps.
- Assist management and senior staff for scheduled business continuity management (BCP) drill activities
- Must be willing to work in one of the assigned 8-hour roster (8.30am to 5.00pm/2.00pm to 10.00) on working days
- Must be in a standby schedule after the office hours (8.00 am to 10.00 pm) for carrying of system monitoring activities
- Must be willing to work extended hours on need basis and available 24-hour for on-site or remote support for urgent support

In addition, you should be a team player with commitment to deliver required systems support for internal and external users. Moreover, you should have the flair for new knowledge that helps you keep up to date on the technological development and trends in the enterprise architecture. Should be capable of self-learning and take part in new project implementations when required.

## MINIMUM QUALIFICATIONS, EXPERIENCE AND PERSONAL ATTRIBUTES:

- Diploma in IT or similar qualification from a recognized institute
- 3 years of work experience in IT systems support field.
- Administrative knowledge in Servers, Storage Systems, Tape Libraries, Unix and Linux.
- Experience on Oracle, DB2, NetBackup and TSM will be an added advantage.
- Basic knowledge in network infrastructure
- Knowledge in IT systems best practices and security
- Good communication skills and methodical documentation skills
- Friendly disposition and being able to collaborate with internal and external stakeholders
- Accommodation within 40 km of Colombo-01 is preferred

The above position offers an attractive remuneration package and benefits commensurate with industry standards. The selected candidate can look forward to prospects for career growth in a rapidly growing and stable company.

Please send your CV including names and contact details of 2 non-related referees within 07 days of this advertisement to the e-mail address or postal address given below. Applicants e-mailing applications should state the post applied for in the subject field while others should state same at the top left-hand corner of the envelope.

*(While we value all applications received, only short-listed candidates will be called for interviews)*

Head of HR & Administration

**LankaPay (Pvt) Ltd.**

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E-mail: [Careers@lankapay.net](mailto:Careers@lankapay.net) Web: [www.lankapay.net](http://www.lankapay.net)

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