# Industrial Development Board of Ceylon

(Ministry of Industry and Entrepreneurship Development)

## Vacancy

**Industrial Development Board is a premier state sector organization set up by Act No. 36 of 1969, entrusted with the responsibility of encouraging, promoting and developing the Industrial Sector in Sri Lanka.**

**We are looking for experienced, result oriented and dynamic individuals who could accept the responsibilities mentioned below.**

**Applications are invited from Sri Lankan Citizens for the post mentioned below.**

### Post of System Administrator - MM 1-2 – (Contract Basis)

#### Job Description

1. Manage and monitor all installed systems and infrastructure to ensure optimal performance.
2. Perform regular system updates. Patches and security configuration.
3. Apply necessary security patches.
4. Support staff with login, access and software issues.
5. Manage resource utilization and access rights to maintain compliance.
6. Maintain up to date documentation of systems, configurations, licenses and maintenance records.
7. Prepare regular reports on system performance, incidents and IT asset status.

#### Educational / Professional Qualification

1. Bachelor's Degree in Computer Science from University recognized by the U.G.C with minimum 03 years post qualifying experience in the relevant field.

**Salary**       **:** Negotiable

**Age Limit**      **:** Should be not less than 22 years and not more than 45 years.