



لایحه وظایف معاون امنیت فزیکه مدیریت عملیاتی آمریت تکنالوژی معلوماتی
Deputy General Manager (CCTV).

عنوان وظیفه: معاون امنیت فزیکه مدیریت عملیاتی تکنالوژی. **Deputy General Manager (CCTV).**

اداره: نوی کابل بانک

موقعیت: دفتر مرکزی نوی کابل بانک

شماره بست:

تعداد بست: 1

بست:

گزارش دهی: به مدیریت عملیاتی / معاونیت و آمریت تکنالوژی معلوماتی

گزارش گیری: از سایر کارمندان مربوطه.

Job summary: (هدف وظیفه)

CCTV Deputy General Manager is responsible and accountable for the overall functionality of New Kabul analog and IP cameras infrastructure in New Kabul Bank main office and branch offices. The individual will ensure that all critical areas of the bank are covered by cameras without any blind spot and ensure that new IT helpdesk officers are able to effectively use the CCTV system in their respective branches. The Deputy Manager CCTV reports to his/her immediate supervisor & CIO / Deputy CIO.

Job Description: (شرح وظیفه)

- Install, maintain and troubleshoot various CCTV camera types both Analog and digital IP system in New Kabul Bank premises at Kabul, Branch offices and elsewhere as required.
- Install, configure, maintain, and troubleshoot access control devices and program access control systems at New Kabul Bank.
- Install, configure, maintain, archive and troubleshoot DVR recording units and any other hardware or software required to run the CCTV system.
- Maintain and troubleshoot Token Machine.
- With the help of support team, install cable pathway systems cable trays, racks & install, terminate, test, label and document horizontal, backbone and other cables in his/her domain.
- Maintain and update documentation and diagrams of analog and IP cameras architecture and infrastructure.
- Train newly joined IT officers of IT Department and Operation Department about CCTV infrastructure e.g. DVR configuration, DVR setup, backup of devices, platform, camera cabling and connectivity.
- Maintain tools and equipment to ensure good working conditions of cameras and servers.
- Design and implement CCTV resource plans for upcoming applications and projects.
- Produce metric reports and capacity planning reports as needed to support the CCTV application environments.



- Enforce IT Department policies and procedures and ensures compliance with IT Department policy.
- Process request related to video footages or facilitate video playback after getting the appropriate documents as per New Kabul Bank policy.
- Any other task assigned by his/her immediate supervisor or CIO or DCIO from time to time.
- Design, Implement and timely review CCTV related policies and suggest changes to IT management according to current challenges and threats.
- Ensures administration and 100% uptime of CCTV devices and related services under his/her working area jurisdiction.

مقیاس اجراءات:

EDUCATION:(تحصیلات) Minimum Bachelor's Degree in Computer Science or Information Technology and related field.

EXPERIENCE:(تجارب) Minimum 2-3 years of experience in IT related field especially CCTV both Analog and IP based camera.

SKILLS:(مهارت) Troubleshooting and problem solving skills. Good with handling confidential data.

تاریخ تغییرات پست:

تاریخ ایجاد پست:

منظور کننده:

ترتیب کننده:

Email: hrd.cv@newkabulbank.af

Expiry date: 12.11.2018