



Vacancy Announcement

Assistant Manager, IT

The BRAC James P Grant School of Public Health (JPGSPH) at BRAC University was established in 2004 as an educational and research institution focusing on the integral areas of teaching, research, and services. The goal of the school is not only to impart knowledge but also to act as a center of excellence in knowledge creation through research and training that connects with practice.

Webpage Link for more details: <https://bracjpgsph.org/career>

BRAC JPGSPH is looking for an Assistant Manager, IT for the school.

Purpose:

The Assistant Manager, IT leads day-to-day IT operations and provides oversight across infrastructure, server administration, security, cloud systems, and web development. The role ensures strategic alignment of IT services with institutional goals and serves as the escalation point for complex technical issues. The position also supervises IT Officers and ensures that best practices in cybersecurity, documentation, and helpdesk support are followed.

Key responsibilities:

- Oversee core IT services including server administration, cloud platform governance, web infrastructure, and access controls.
- Lead and monitor backup, patch management, and disaster recovery procedures.
- Administer Active Directory, File Servers, Moodle LMS, and Attendance Systems.
- Act as the primary custodian of domain, hosting, and DNS configurations.
- Manage internal IT ticketing/helpdesk workflow and monitor KPIs for performance.
- Supervise IT Officers, assign tasks, and ensure service quality.
- Develop and maintain IT documentation (network diagrams, access logs, SOPs).
- Coordinate with vendors for IT procurement, AMC, and service escalations.
- Conduct routine access audits, implement MFA, and manage IT security policies.
- Contribute to website development, maintenance, and performance optimization.



Required Skills & Qualifications

- Masters in computer science/engineering or related field.
- 4+ years of IT experience with a mix of system admin, security, and web tech.
- Expertise in Windows Server, Active Directory, networking (LAN/WAN, VLAN).
- Strong understanding of web domains, hosting, CMS (e.g., WordPress).
- Knowledge of cybersecurity best practices and asset management protocols.
- Proficient in scripting (e.g., PowerShell, Bash) and database handling (MySQL, MSSQL).
- Experience with project planning, SOP development, and team leadership.

Salary: Negotiable. A competitive salary can be offered to highly deserving candidates.

Benefits: Festival Bonus, Earned Leave Encashment, Health and Life Insurance, Increment on annual appraisal, and others as per policy along with career progression opportunity.

How to apply: All interested candidates are advised to submit the application through email at: recruitment.sph@bracu.ac.bd on or before **September 13, 2025**. Please mention the following in the subject line of your email: **Job Application for Assistant Manager, IT.**

Only shortlisted candidates shall be invited for the interview. All tests & interviews will be held in Dhaka.

We are an equal-opportunity employer and encourage applications from qualified women and minority candidates.

The Organization reserves the right to make an appointment at a grade lower than advertised.

BRAC JPGSPH regrets to inform you that it is not liable to reply to all the submitted applications.