TOR of CBS Administrator

TERMS OF REFERENCE

Name:	**Designation:** CBS Administrator
Job grade: 05	**Directly reports to:** Chief, IT Department

Job purpose

The primary purpose of the CBS Administrator role is to manage and oversee the Core Banking System (CBS), including its associated databases, CBS-related reports, and vendor coordination for system support and enhancements.

Key responsibilities

DUTIES AND RESPONSIBILITIES

1. Core Banking System

1.1 Design and Prepare MIS reports as required by the users/management.
1.2 Monitoring and Ensuring users are assigned to appropriate roles and responsibilities as per the policy of the bank.
1.3 Change control management.
1.4 Ensuring security at application level is properly maintained.
1.5 Ensuring backup of data in DC and DR.
1.6 Provide CBS support to IT Support officials (Escalated).
1.7 Environment Support (CBS and Surround systems) and troubleshooting of Issues.
1.8 Support EOD/EOY processes (Escalated).
1.9 Generation of periodic CIB Reports.

2. Database

2.1 Periodic testing of application & data from DR to ensure data integrity and business continuity.
2.2 Periodic testing of Switchover of data between Data Centre and Disaster Recovery site as per the policy of the bank (DC/DR Drill).
2.3 Periodic Performance Monitoring and Security Troubleshooting of Oracle Database.
2.4 Creates and maintains all databases required for development, testing, education and production purpose.
2.5 Monitoring users are assigned to database are appropriate roles and responsibilities as per the policy of the bank.

3. Vendor Management

3.1 Coordinate with vendors for CBS support & upgrades.

3.2 Follow up with Vendors.
3.3 Maintenance of AMC records and budget provisioning.
3.4 Verification of invoices raised by Vendors.

Carry out any tasks as and when assigned by the Chief, IT Department/Supervisor.

Areas of contribution

The Bank depends significantly on our CBS on day-day basis and the CBS Administrator must ensure it functions efficiently without suffering any downtime. The CBS Administrator must ensure any issues related to the CBS is addressed and resolved on time.

Qualification, experience & knowledge required

Qualification: Minimum Qualification of Bachelor's Degree in IT (BIT, BSc, BCA) from a well-recognized university with a minimum percentage of 55% in Degree, 55% in Class XII (English + best 3 Subjects) & 55% in Class X (English + best 4 subjects).
Experience: Minimum 10 years of work experience in the Financial Sector/Bank.
Knowledge: Domain knowledge in Core Banking System, SQL scripting, Report designing and Linux operating system.

Approvals

Designation	Signature	Date
Job Holder		
Immediate supervisor		
Chief, ADM/HR Department		