

Assistant Manager - Network & Technical

JOB PURPOSE

To maintain the school's infrastructure effectively and proactively and ensure the development and effective running of all the school's ICT systems.

KEY RESULT AREA / RESPONSIBILITIES

- Install server hardware, applications and essential software.
- Configure, test and maintain LAN/WAN equipment and related services.
- Identify, diagnose and resolve network problems.
- Maintain and troubleshoot hardware and software on the network, identify failing systems and suggest appropriate solutions.
- Create and update documentation for all implemented servers and services.
- Attend relevant courses and actively seek to broaden knowledge and skills relevant to responsibilities.

JOB SPECIFICATIONS

Minimum Academic Qualification and experience

- Bachelor's Degree in Computer Science, Information Technology or similar (mandatory).
- 3+ years experience as a network administrator (mandatory).
- Experience in Google Apps and/or Java scripting (preferred).
- Excellent communication skills and fluent in English
- Ability to prioritize work effectively and multitask and manage time efficiently.
- Work well with others and be a team player.