

# Assistant Manager IT

Job

Position Title: Assistant Manager IT
Reports To: GM Corporate Affairs
Department: Corporate Affairs
Position Grade: III
Direct Reports: Manager MIS
Advertisement Date: 28th July 2024
Last Date to Apply: 12th August 2024

Principal Accountabilities (Duties & Responsibilities)
<p>Key Responsibilities</p> <ul style="list-style-type: none"><li>• Maintain essential IT operations including operating systems, security tools, applications, servers, email systems, laptops, desktops, software, and hardware.</li><li>• Configuration &amp; Administration of both Server Software &amp; Server Hardware necessary to establish a secure Network.</li><li>• Implement Network Security policies at all levels of the network using both software and hardware resources.</li><li>• Apply software updates, patches &amp; configuration changes both at Servers &amp; Client Machines.</li><li>• Troubleshooting of routine network problems.</li><li>• Configure &amp; Management of Network Switches, Routers, Wireless Routers, Cabling &amp; all computer peripherals like printers, scanner, photocopier etc.</li><li>• Manage &amp; Maintain Network Documentation.</li><li>• Routine System backups &amp; disaster data recovery plans.</li><li>• Ensure smooth functioning of all network resources.</li></ul>

Qualification & Experience
<ul style="list-style-type: none"><li>• Should possess sixteen years or higher education in Computer Sciences or Information Technology from a reputable local or international institution.</li><li>• Professional Certification (e.g. Microsoft Certified Systems Administrator (MCSA), CCNA would be preferred.</li></ul>

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