

Join the Leading Insurer of the Maldives.

IT SUPPORT ASSISTANT– INFORMATION SYSTEMS

Position Type: Permanent (Initial contract shall be for a period of one (1) year. The contract shall be renewed as permanent based on performance upon successful completion of one year.)

REQUIREMENTS

- Preference will be given to candidates with Certificate in IT or related field
- Minimum 1 year of work experience as an IT Technician or relevant position
- Organizational and time management skills
- Excellent verbal and written communication skills in Dhivehi and English
- Excellent inter-personal skills and ability to work in a team environment
- Understanding of computer networks and related equipment in an enterprise environment
- Knowledge of various operating systems (Preferably Windows and MacOS)

RESPONSIBILITIES

- Setup of workstations with computers and necessary equipment
- Troubleshooting and maintenance of computer hardware, software installations and other IT related equipment
- Assist users by providing guidance on how to operate specific software and computer equipment
- Manage and maintain IT equipment inventory, including procurement, deployment, and tracking of IT assets

REMUNERATION & BENEFITS

- Attractive salary based on qualification and experience
- Annual Bonus
- Flexible Leave Arrangement
- Sales Incentive
- Health & Life Takaful Plan
- Third Party Credit Schemes
- Staff Loan Scheme
- Learning & Development

Interested candidates please apply in writing along with Job Application Form, Job Letter, ID card copy, CV, and copies of relevant certificates to:

Allied Insurance Company of the Maldives Pvt. Ltd.
Allied Building, 3rd Floor, Chaandhane Magu,
Male', 20156,
Maldives

☎ 1600
☎ 332 5035
✉ jobs@allied.mv
🌐 www.allied.mv

- Application form is available at our website
- Applications with:
 - inaccurate information,
 - incomplete application form
 - missing other required documents such as CV, letters will be disqualified

Please apply on or before 15 June 2023 — 15:30 hrs.

Only shortlisted candidates will be called for interview and for more information [Call us at 1600](tel:1600)
(All prospective employees must pass a background check)



Allied Insurance Company



Professional Development



Trainee Development - Platinum