بسم الله الرحمن الرحيم

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NATIONAL CENTRE FOR INFORMATION TECHNOLOGY

Ref no: (IUL) 164-H/1/2019/25
Date: 12th May 2019

Assistant IT Support Officer

INTRODUCTION
The National Centre for Information Technology (NCIT) wishes to hire One (01) energetic, self-motivated, organized and enthusiastic Assistant IT Support Officer

OBJECTIVES
The objective of the Assistant IT Support Officer is to work as team under NCIT's guidance to provide technical assistance to the e-government services provided to Government offices.

DURATION
1 year (Renewable based on performance)

KEY TASKS AND RESPONSIBILITIES

1. Solving e-Gov infrastructure issues and preparing technical documents
2. Providing Network Configuration for services provided to Government offices
3. Technical support for software's of Government Offices
4. Continuous support provided by NCIT Technical Desk.
5. Work in accordance with the system procedures of NCIT and produce quality work
6. Perform all other tasks or activities required to fulfill the contractual obligations including day-to-day assigned tasks.

MANDATORY REQUIREMENT

- 3 pass in GCE A' level Certificate and with minimum 03 years working experience in IT related field

ADDED ADVANTAGE

- Good writing skills in Dhivehi and English
- Previous experience in supporting end users trouble network related issues
- Strong commitment and willing to work outside normal working hours when required
- Ability to travel and spend long periods of time in the islands.

PERSONAL SKILLS & COMPETENCIES

- Strong interpersonal skills.
- Ability to work as a Team
- Ability to asses and communicate issues clearly.
- Strong problem-solving skills.
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REMUNERATION
Basic Salary MVR 6,510/-
Service Allowance MVR 4,778/5

CONTENTS OF JOB APPLICATION
The job applications should comprise the following documentation and late submission of any of the documents will not be accepted:
1. Letter requesting for the job,
2. Copy of Identification Card,
3. Copies of academic certificates (Accredited)
4. CV
5. Copies of reference produced by previous employers

FURTHER INFORMATION
Further information will be provided upon request through email to jobs@ncit.gov.mv

In this context, the National Centre for Information Technology invites interested candidates to send applications, along with relevant documents to:

National Centre for Information Technology
64, Kalaafaanu Hin'gun,
Male', Republic of Maldives
Phone: + (960) 334 4000/ Fax: (960) 334 4004

OR email to: jobs@ncit.gov.mv

Deadline: 20th May 2018 before 12:30hrs