بسم الله الرحمن الرحيم

TERMS OF REFERENCE

POST: IT Consultant

RESPONSIBILITIES:

1. Provide technical advice for software, applications and other relevant matters and support in implementation.
2. Recommend software, hardware, and other related equipment to address the corporate ICT needs.
3. Identify and recommend software/hardware for project specific requirements.
4. Provide scope for IT related bid documents and provide recommendations for department, committees, and management as required.
5. Manage Active Directory and other installed services, managing users and maintenance of the server and storage.
6. Provide support to internal IT team.

DELIVERABLES:

1. Consultant must be available during official working hours for communications, meetings, and other engagements.
2. Consultant must meet with the management bi-monthly.

REQUIREMENTS

1. MQA level 7 qualification in Computing or any other relevant field with minimum 12 years of professional work experience in the related areas.

SKILLS AND COMPETENCIES

1. Proficient knowledge on Windows Server environment and using/implementing cloud-based software.
2. Must be able to work independently, be reliable and organized with ability to prioritize, manage time efficiently and meet deadlines.
3. Good interpersonal and communication skills with strong verbal and written communication.

PAYMENT TERMS

1. Monthly Payment: MVR 10,000
2. Invoice must be submitted before 5th of each month with the detailed list of work carried out.