Good Shepherd Catholic Hospital & College of Health Sciences

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"The Lord Is My Shepherd"

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JOB ADVERT

POSITION: INFORMATION TECHNOLOGY OFFICER (IT OFFICER)

Job brief: We are looking for an IT Officer who will be responsible for installing and configuring computer systems, diagnose hardware and software faults and solve technical and application problems.

Qualifications: Diploma in Information Technology or Bachelor of Information Technology, with three years' experience in computer networks, servers, telecommunication, CCTV visuals and WIFI networks.

Duties

- Administering Windows Server 2016 and 2019.
- Administering Emails running on Linux operating system.
- Managing WIFI Hotspot for Students.
- Managing IP Phones (PABX Telephone system with 31 extensions).
- Managing Internet connections for the Institution making sure it is 99% available and on reasonable speed.
- Software installation, upgrade, and licensing.
- Maintaining College network security using SonicWall.
- Doing Computer, Laptops, and network Printer repairs, and also troubleshoot college network.
- Set up new users' accounts and profiles on Active Directory and deal with password issues.
- Customize update and backup Moodle eLearning Portal. Enroll Lectures and students on their current course for the semester and restrict access to previous resources saved in Moodle
- Check and block unauthorized and unwanted connections to the Institution's WIFI.
- Check Internet Data Usage for all devices connected to the network and restrict those that have exceeded their monthly cap.
- Assist staff and students when using the computer lab.
- Respond within agreed time limits to call-outs.
- Work continuously on a task until completion (or referral to third parties, if appropriate).
- Rapidly establish a good working relationship with Management, Staff and the students and other professionals, such as software developers.
- Test and evaluate new technology.
- Conduct electrical safety checks on computer equipment.

Personal Skills

- the ability to think logically
- a good memory of how software and operating systems work

- excellent listening and questioning skills, combined with the ability to interact confidently with staff and students to establish what the problem is and explain the solution
- the ability to work well in a team
- problem-solving skills
- the ability to prioritize your workload
- attention to detail.

Applications can be emailed to recruitment@gsh.org.sz or hand delivered with the Human Resources Office. If you are not contacted within 7days after the closing date, consider your application to have been unsuccessful.

Closing Date: 24 May 2022

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