



JOB ADVERTISEMENT

- Position title : Information Technology Officer
- Reports to : Director of Operations
- Position type : Full Time role
- Salary Range : USD500 to USD700 per month
- Start date/timeframe : 30 September 2024
- Application deadline : 13 September 2024
- Application process : Send CV and application letter via email to hr@branditall.online

We are seeking a skilled IT Officer to join our team. The ideal candidate will have a strong background in information technology, with expertise in computer systems, networks, and software applications. This role requires problem-solving abilities, attention to detail, and a proactive approach to maintaining and improving our IT infrastructure. As an IT Specialist, you will play a crucial role in providing technical support to our projects.

Responsibilities:

- Install, configure, and maintain computer hardware, software, and networks.
- Troubleshoot hardware and software issues, including desktops, laptops, printers, and servers.
- Provide technical support to users, including troubleshooting and resolving IT-related problems.
- Ensure security of IT systems, including data backup, antivirus protection, and access controls.
- Manage and monitor network infrastructure, including routers, switches, firewalls, and VPNs.
- Implement and enforce IT policies, procedures, and standards to ensure compliance and security.
- Evaluate and recommend new technologies, tools, and solutions to improve efficiency and productivity.
- Collaborate with other departments to understand IT needs and requirements.
- Plan and execute IT projects, including upgrades, migrations, and installations.
- Document IT systems, configurations, and procedures for knowledge sharing and training.

Selection criteria:

- Bachelor’s degree in information technology, Computer Science, or related field.
- Proven experience in IT support or administration.
- Strong technical knowledge of computer hardware, software, and networks.
- Excellent problem-solving and troubleshooting skills.
- Familiarity with Mac OS and Windows OS.
- Knowledge of network protocols, security principles, and best practices.
- Ability to prioritize tasks and work under pressure.
- Excellent communication and interpersonal abilities.
- Attention to detail and accuracy in work.
- Certifications such as CompTIA A+, Network+, or Microsoft Certified IT Professional (MCITP) are a plus.

How to apply

Interested applicants should send a CV and cover letter via email to hr@branditall.online

Note: Only successful candidates will be contacted for the interview.