Title: Officer IT

Department: IT Department

Are you passionate about technology, problem-solving, and driving digital efficiency? Join our IT team and help strengthen our systems, streamline operations, and support a secure and reliable digital workplace.

Key Responsibilities:

- Strong knowledge of Windows Server & Workstation administration.
- Hands-on experience with LAN/WAN networks, switches, servers, DNS, DHCP, and IIS.
- Understanding of IT security concepts, network security, access controls, and server hardening.
- Experience in IT Helpdesk management, ticketing systems, issue escalation, and user support.
- Ability to troubleshoot hardware, software, and network-related problems.
- Experience with software licensing management and renewal tracking.
- Familiarity with routers, firewalls, and network devices (Cisco/Juniper preferred).
- Understanding of Quality Management Systems (QMS) and process compliance.
- Strong communication, presentation, and end-user training skills.
- Ability to manage multiple tasks, prioritize workloads, and work effectively under pressure.
- Lead the implementation and management of enterprise IT infrastructure, including servers, networks, firewalls, virtualization, and backup solutions.
- Ensure secure, reliable, and scalable infrastructure to support business continuity.
- Manage infrastructure projects, system configuration, and troubleshooting.
- Coordinate with vendors and stakeholders to deliver IT infrastructure initiatives.
- Maintain infrastructure performance, security, and compliance with industry standards.

Requirements:

- Bachelor’s degree in computer science, IT, or a related field (BCS, BSCS, MSc-CS preferred).
- 2-3 years of experience in IT Infrastructure, Helpdesk, Network Administration, or System Support.

If you're committed to quality and continuous improvement, we'd love to hear from you.

Apply now and be part of a team dedicated to excellence in quality and compliance.