ICT Officer

Apply Now

Company: Fuzu

Location: Nigeria

Category: business-and-financial-operations

Job Summary

Contract Type:

Sign up to view job details.

Role-specific knowledge and experience

Essential requirements:

Microsoft Certified Professional (MCP) on Win 7 and Server 2008 platform

University Degree or equivalent

5 years of IT experience in desktop support and server administration, networking, and providing technical and business application support

Office 2016 support and Knowledge of Office 365 functionality, including Skype for Business, Teams, OneNote, One Drive, Planner, and Sway; and practical ability in deployment, and supporting user requests

User Support Skills: Ensures all IT issues are resolved or channelled to appropriate support function in GIS within agreed service levels.

Desirable:

Microsoft Certified Professional on (Window10 + Server 2016)

ITIL Foundation certificate or corresponding level of knowledge

Basic Project Management skills.

Role-specific skills:

 Practical knowledge of computer networks (client-server and workgroup networks)

Practical knowledge of working with Microsoft Windows Server products in a corporate environment.

Language requirements: Strong written and oral English communication skills.

Responsibilities

This post will have the following core functions:

Provide technical support to British Council main office staff on standard software and hardware, including telephones, mobile technology, printers/copiers/scanners, including support with events including web streaming.

This includes communicating timelines and expected resolution, the management of task logging, provision of technical resolution within the agreed period, and follow-ups that may be required:Ensuring timely first- and second-level support to ensure seamless operations

Escalating any problems/issues to relevant teams as required and following up to facilitate effective communications to end-users

Supporting the implementation of local projects in conjunction with GIS and GSD.

Support administration, implementation, and upgrades of the overall ICT environment (hardware, software, and infrastructure) according to business and technical needs, in accordance with the Kenya / corporate ICT strategy, industry best practice, and necessary change and configuration management.

Monitoring of all server (MS 2008) logs, services, performance, disk space, and the taking of corrective action.Ensuring daily backups of all servers are taken, including conducting test restores

Ensuring systems are secured from external threats like hacking/virus attacks, including regular checks on software compliance

Ensuring 24/7 availability of Local Area Network (LAN) and Internet connectivity

Ensuring restricted access to server rooms and the physical security of IT equipment

Implementing approved updates/upgrades on receipt of guidelines and Technical Design, within agreed timeframes, ensuring service disruptions and appropriate communications to staff

Ensuring 'correct first-time' installation of standard and approved software

Managing the IT inventory (software and hardware).

Information Security:
Ensuring that (a) the SBU and BSS teams are aware of information security policies and (b) comply with them, working in close conjunction with the Information and Records Manager.

Ensuring account opening requests are actioned effectively and that new accounts are ready ahead of time.

Disabling accounts same day on request from HR/line managers, for leavers or other staff as needed.

Providing security awareness briefings to the teams on a regular basis, at least annually.

Apply Now

Cross References and Citations:

1. ICT Officer Ecommercejobopportunities **Jobs Nigeria** Ecommercejobopportunities ↗

2. ICT Officer Seattlejobsearch **Jobs Nigeria** Seattlejobsearch ↗

3. ICT Officer Flightattendantjobs **Jobs Nigeria** Flightattendantjobs ↗

4. ICT Officer Jobspro **Jobs Nigeria** Jobspro ↗

5. ICT Officer Findwordpressjobs **Jobs Nigeria** Findwordpressjobs ↗

6. ICT Officer Searchnzjobs **Jobs Nigeria** Searchnzjobs ↗

7. ICT Officer Medicaljobsnearme **Jobs Nigeria** Medicaljobsnearme ↗

8. ICT Officer Onlinecommunitycareerhub **Jobs Nigeria** Onlinecommunitycareerhub ↗

9. ICT Officer Thailandjobs **Jobs Nigeria** Thailandjobs ↗

10. ICT Officer Dohajobs **Jobs Nigeria** Dohajobs ↗

11. ICT Officer Germanyjobs **Jobs Nigeria** Germanyjobs ↗

12. ICT Officer Softwaregiantcareers **Jobs Nigeria** Softwaregiantcareers ↗

13. ICT Officer Tokyojobs **Jobs Nigeria** Tokyojobs ↗

14. ICT Officer Socialworkjobs **Jobs Nigeria** Socialworkjobs ↗

15. ICT Officer Uruguayjobs **Jobs Nigeria** Uruguayjobs ↗

16. ICT Officer Artjobsnearme Jobs Nigeria Artjobsnearme ↗

17. ICT Officer Hairjobs Jobs Nigeria Hairjobs ↗

18. ICT Officer Nairobijobs Jobs Nigeria Nairobijobs ↗

19. Ict officer Jobs Nigeria ↗

20. AMP Version of Ict officer ↗

21. Ict officer Nigeria Jobs ↗

22. Ict officer Jobs Nigeria ↗

23. Ict officer Job Search ↗

24. Ict officer Search ↗

25. Ict officer Find Jobs ↗