Job Card

- Employer of Information Technology Unit

Job Reference

- Manager of Information Technology Unit

Job Summary

- Advertise on the screens and install IT equipment needed for meetings and be responsible for electronic devices in the classroom and maintenance of staff devices.

Job Description

- Contribute to the training of the employees of the faculty (staff members, administrative persons and technicians) proficiency in the use of computer and electronic workflow.
- Provide advisory and technical services for the faculty regarding the use of computers.
- Update information and data of the faculty staff yearly and save them for reference when needed.
- Provide spare parts for equipment of the IT equipment and labs when needed.
- Provide technical support to faculty staff and employees about the design of the official and personal websites.
- Connect and supervise new computers on the Internet.
- Evaluate hardware and software periodically to ensure their performance.
- Assist faculty members and students in operating the education aids.
- Perform any other work, related to his job, assigned to him by the Manager of Information Technology Unit.

Qualifications and Experiences

- Diploma with the relevant experience at least or bachelor degree in information technology.
- One year experience in information technology.

Skills and Abilities

- Competent to perform the required tasks.
- Willing to take responsibility.
- Skilled in communicate with others.
- Master the English language.