

VACANCY NOTICE

POSITION	Temporary IT Officer
LOCATION	Johor, Malaysia
INDUSTRY	Education
TYPE	Temporary Contract

To work as an effective and efficient member of the ICT & Facilities team, supporting the team to reach its objectives, as well as undertaking own specific areas of own responsibility. To carry out routine technical processes, under direction, in order to support the student population, academic and professional services staff, and visitors to the University.

JOB SUMMARY

- To assist with setting up of IT equipment as necessary for both new and existing staff members, and also assist with the set-up of video conference calls, to carry out straightforward tasks and tests, such as portable appliance testing, log results in databases, and ensure records are kept up to date and accurate;
- To assist the wider ICT & Facilities team in any and all activities as necessary, to ensure that the objectives of the team are met, including but not limited to, knowledge of Access and SQL database, maintenance of Windows operating systems including Windows server, managed printing systems, maintenance of Service desk (both 1st and 2nd activities), physical networking and DCHP, PBX and digital card access, Extron control systems, digital signage, AV switching;
- To assist line manager in the communication with the landlords to ensure that internal building works take place as planned, or reactively as necessary, and adhere to all relevant health and safety procedures;
- To ensure the work environment is kept clean and tidy, move equipment and goods as required, and adhere to all relevant health and safety procedures;
- To carry out maintenance on basic equipment, such as computers and printers, under clear instruction. To follow procedures to ensure stock of goods, for example printer cartridges and printer paper, and equipment are sufficient to meet working requirements
- To receive visitors to the University and provide basic information in a correct and courteous manner. To welcome new members of staff and assist in the Health & Safety tour of the building(s) under the guidance of the line manager
- To act as an effective member of the wider Professional Services team at the University and assist with activities and events, such as public lectures and events;

JOB REQUIREMENTS

- Bachelor Degree in related field
- Min 1-2 years of relevant working experience
- Must be willing to work occasional evenings and weekends to assist with events or other University activities.
- Must have own transport.