

Vacancies

NOTICE



CIPRIANI COLLEGE
OF LABOUR AND CO-OPERATIVE STUDIES

ROLE

Information Technology Technician (Contract)

OVERVIEW

Reporting to the Information Technology Specialist, the IT Technician shall be responsible for performing general technical support functions in the field of computer hardware and software maintenance.

MINIMUM QUALIFICATIONS AND EXPERIENCE

1. Certification in Information Technology systems e.g. A+ Certification and/or equivalent.
2. Five (5) GCE/CXC O' Level passes or equivalent including English Language
3. Certification in PC repairs and maintenance and Networking.
4. Three (3) years working experience in the relevant field

KNOWLEDGE AND SKILLS

1. Experience in installing, repairing and maintaining computer hardware and software.
2. Experience in network administration as well as programming would be an asset
3. Sound working knowledge of Database Management Systems and Relational Databases.
4. Proficiency in Microsoft Office.
5. Sound knowledge of computer operating platforms.

ACCOUNTABILITIES

1. Installs, assembles, configures and tests computers, monitors, network infrastructure and peripherals such as printers, scanners and related hardware.
2. Installs, configures and upgrades operating systems and software in accordance with application specifications.
3. Troubleshoots, resolves and repairs problems with computer systems, including problems related to hardware, software, e-mail, network and peripheral equipment.
4. Makes hardware and software acquisition recommendations and maintains records of hardware maintenance history .
5. Assists with the development and implementation of new databases as required.
6. Assists with the training of staff in the use of computer hardware and software; provides instruction or written documentation where required.
7. Assists with the planning, design, research and acquisition of new or upgraded hardware and software systems.
8. Assists in maintaining the College's existing databases and network infrastructure, intranet and website.
9. Disconnects, moves, reconnects and tests computers and peripheral devices reassigned to new locations.



HOW TO APPLY?

Application letter along with resume and copies of relevant certificates should be submitted to:

Manager Human Resource Department
Cipriani College of Labour and Co-operative Studies
Churchill Roosevelt Highway
Valsayn, Trinidad

OR

By email at hrapp@cclcs.edu.tt

Close off date for application:

May 29, 2023

**PLEASE NOTE THAT THE COLLEGE RESERVES
THE RIGHT TO REJECT ANY APPLICATION
FOUND TO CONTAIN INFORMATION THAT IS
INACCURATE, FALSE, MISLEADING OR
PURPOSEFULLY WITHHELD**

