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## NATIONAL CENTRE FOR INFORMATION TECHNOLOGY

Ref no: (IUL) 164/1/2017/51

Date: 27th September 2017

### Assistant IT Support Officer

#### INTRODUCTION

The National Centre for Information Technology (NCIT) wishes to hire One (01) energetic, self-motivated, organized and enthusiastic Assistant IT Support Officer

#### OBJECTIVES

The objective of the Assistant IT Support Officer is to work as team under NCIT's guidance to provide technical assistance to the e-government services provided to Government offices.

#### DURATION

1 year (Renewable based on performance)

#### KEY TASKS AND RESPONSIBILITIES

1. Solving e-Gov infrastructure issues and preparing technical documents
2. Providing Network Configuration for services provided to Government offices
3. Technical support for software's of Government Offices
4. Continuous support provided by NCIT Technical Desk.
5. Work in accordance with the system procedures of NCIT and produce quality work
6. Perform all other tasks or activities required to fulfill the contractual obligations including day-to-day assigned tasks.

#### MANDATORY REQUIREMENT

- 3 pass in GCE A'level Certificate and with minimum 03 years working experience in IT related field

#### ADDED ADVANTAGE

- Good writing skills in Dhivehi and English
- Previous experience in supporting end users trouble network related issues
- Strong commitment and willing to work outside normal working hours when required

## **PERSONAL SKILLS & COMPETENCIES**

- Strong interpersonal skills.
- Ability to work as a Team
- Ability to assess and communicate issues clearly.
- Strong problem-solving skills.
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## **REMUNERATION**

Basic Salary MVR 6,510/-

Service Allowance MVR 4,778/5

## **CONTENTS OF JOB APPLICATION**

The job applications should comprise the following documentation and late submission of any of the documents will not be accepted:

1. Letter requesting for the job,
2. Copy of Identification Card,
3. Copies of academic certificates (Accredited)
4. CV
5. Copies of reference produced by previous employers

## **FURTHER INFORMATION**

Further information will be provided upon request through email to [jobs@ncit.gov.mv](mailto:jobs@ncit.gov.mv)

In this context, the National Centre for Information Technology invites interested candidates to send applications, along with relevant documents to:

National Centre for Information Technology  
64, Kalaafaanu Hin'gun,  
Male', Republic of Maldives  
Phone: + (960) 334 4000/ Fax: (960) 334 4004

OR email to: [jobs@ncit.gov.mv](mailto:jobs@ncit.gov.mv)

**Deadline: 08<sup>th</sup> October 2017 before 13:30hrs**