INTERNAL VACANCY ANNOUNCEMENT	
Title: ICT Technician	**Department** : Administration
Reporting to: ICT Manager	**Duty Station**: Administration
Date of Issue : 6th November 2023	**Deadline Date**: 18th November 2023

Job Summary:

Premier Academy is a leading British Curriculum School with a strong reputation for academic strength and all round excellence in nurturing model citizens of the world. The 21st century learning styles demand innovative, imaginative and competent persons with integrity and ability to multitask. The Academy is seeking to recruit a highly motivated ICT Technician to join our IT Department.

- **Key responsibilities:**
- To provide technical support to staff members when using ICT resources.
- To establish good relationships with all teaching staff, support staff and pupils, and provide ongoing technical support to resolve problems in a timely and effective manner.
- To provide installation, maintenance development and administrative support for the school's IT resources.
- To troubleshoot and resolve technical issues related to computer, network, printers and other ICT equipments.
- To set up workstations with computers and necessary peripheral devices for staff members.
- To check sectional computer hardware (mouse, keyboards etc.) to ensure functionality.
- To Install and configure appropriate software and functions according to specifications.
- To Manage and update inventory of ICT equipment including assets tracking.

Key qualifications required:
- **Education:** Possess a Bachelor Degree/Diploma in IT/Computer Science with at least 2 years' experience in Microsoft Networks.
- He/she must be CISCO Certified(Network Administrator -CCNA)

Essential Experience and Skills:
- Experience in troubleshooting hardware and software issues preferable in an education environment.
- Have knowledge and experience in supporting, Office 365, Chrome, G-Suite and IOS as well as key business applications.
- Experience in supporting Windows operating systems and providing end-user computer support.
- Must have good Collegiality.
- Excellent communication skills to effectively interact with students and other staff members.
- Ability to work independently as well as collaboratively within a team.

Application Process: If you are qualified and motivated to work in a school with an international curriculum, we would like to hear from you. Kindly submit your application through our school website portal: https://premier-sri.ac.ke/careers/ not later than 18th November 2023