

## NATIONAL SPORTS COUNCIL

### VACANCY

Applications are invited from suitably qualified and experienced persons for the temporary **post of Information Technology Officer**, National Sports Council.

#### **Duties:**

1. Analyze the requirements of the company and organize IT the resources of the company accordingly;
2. Evaluating the needs of the company and choosing the most suitable software, hardware and other IT requirements such as networking;
3. Managing junior employees in the IT department of the company;
4. Provide troubleshooting solutions;
5. Ensure that all IT requirements of a company are fulfilled;
6. Ensure the smooth functioning of all IT infrastructures such as servers and network connections, besides hardware and software;
7. Assist with hiring of new IT staff and taking care of their training;
8. Ensuring security of the physical and virtual components of Information Technology such as security of the server rooms and installing virus protections and firewalls;
9. Organizing data, storing them securely and creating backups;
10. Monitor the budget of the IT department; and
11. Perform any other related duties assigned by your immediate supervisor and any member of Senior Management.

#### **Qualifications & Experience:**

Information Technology Officer

1. A degree in Computer Science or in a related discipline; or
2. An associate degree in Computer Science and not less than three years' relevant experience.

***Applications with curriculum vitae and two (2) recent testimonials should be submitted to the Chairman, National Sports Council, Garfield Sobers Sports Complex, Wildey, St. Michael to reach him no later than 4:00 p.m. on Friday September 17, 2021.***