

Manarat International University

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CAREER OPPORTUNITY

Manarat International University invites application from Bangladeshi nationals for the following positions:

Assistant IT Officer

Department: IT Office

Location: Manarat International University (MIU)

MIU is one of the leading private universities in Bangladesh. We are searching the suitable candidates for the position of Assistant IT Officer/IT Assistant.

REPORTING:

The Assistant IT Officer will report to the Head of the IT Department.

Duties and Responsibilities:

- Install and configure software and hardware.
- Offer daily operations and systems support to personnel.
- Verify functionality of hardware and software components.
- Link up and monitor PC with the server and storage functions.
- Troubleshoot hardware and software issues in person, remotely and via phone, troubleshoot network and connectivity issue, including able to terminate UTP cable for networking purpose.
- Support users with computer problems and resolve their issues.
- Ensure security through access controls, backups and firewalls.
- To innovate new methods for streamlining troubleshooting and diagnosis.
- To perform additional responsibilities as & when assigned.

Requirements:

M.Sc. or B.Sc. in Computer Science and Engineering or related field for Assistant IT Officer.

- 3-5 years experience in computer networks and systems maintenance
- 3-5 years experience in current network operating systems
- Candidates should be well versed in practical knowledge on Hardware and Network troubleshooting.
- Ability to work independently, as well as part of a team.
- Candidates should be well versed in Microsoft Operating systems, Office Suite and should have a working knowledge of Linux Operating System and other Operating

Systems like Cent O/S, MAC O/S etc. He/she should be well versed in networked systems and networking principles.

- Candidates should have ability to meet deadlines and manage stress effectively in high-pressure situations, should be willing to work overtime beyond normal office hours duty.
- Understanding of IT principles and an ability to communicate technical concepts effectively to a varied audience.

Strong sense of discretion and confidentiality required.

Application Procedure:

- Interested candidates meeting the above requirements should apply to fill up the prescribed form (available in MIU website)
- Application should be sent to the office of the Registrar, Manarat International University (MIU), Gulshan-2, Dhaka-1212 by 10 July 2024

Any attempt to influence the selection process unethically will disqualify the candidate's application.