Manarat International University

Plot # CEN-16, Road # 106, Gulshan, Dhaka-1212, Telephone: 58817525, 222262251, 55060025
website: www.manarat.ac.bd

CAREER OPPORTUNITY

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

IT Assistant

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 IT Assistant will report to the Head of IT Department.

IT Assistant Duties and responsibilities:

- Installing and configuring
- Installing and maintaining various peripherals
- Setting up hardware and software applications
- Providing technical support for users
- Maintaining and upgrading existing hardware devices
- Maintaining company assets, such as laptops, computers, storage devices and peripherals
- Monitoring computer hardware inventories
- Securing company digital assets and data
- Troubleshooting and diagnosing technical issues
- To perform additional responsibilities as & when assigned.

B.Sc. in CSE or 4 years Diploma in CSE or EEE from any recognized University for IT Assistant

- 2-3 years experience in computer networks and systems maintenance.
- 2-3 years experience in current network operating systems.

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.