

Vacancy for IT Coordinator/Technical Consultant

Visakha Vidyalaya Old Girls' Association has a vacancy for an IT Coordinator/ Technical Consultant

Minimum Qualifications

- Passed GCE (A/L) with a minimum of 3Cs in Science/Math/IT subjects
- Completed Certificate/Diploma/Degree in IT/ICT (Undergraduates considered)

Skills and expertise

- Excellent skills in handling computers/smart boards
- Hands-on experience with MS Office
- Ability to work on both Windows and Android platforms
- Experience in using apps from Windows App Store and Google Play Store
- Previous experience with smart boards/smart TVs will be an added advantage to the candidate

Responsibilities

- Support the teachers in preparing lesson content digitally using Office or any other software package & proactively research and find subject related apps on Windows Store and Google Play, install them on the smart boards and train the teachers.
- Ensure the smart boards and lesson content are setup and ready for each lesson.
- Attend to any technical bottlenecks within the smart class setups and resolve them to ensure minimum disruption for day-to-day lessons.
- Communicate effectively & coordinate among the teachers, the Old Girls' Association & Supplier of Smart Boards to escalate and resolve any issues related to smart classrooms.

Notes

- This job is ideal for a school leaver or an undergraduate student with an IT background to work on a part-time basis.
- General working hours shall be 7.30 AM - 2.00 PM on school days. Working hours may extend up until 6.00 PM under special and rare circumstances.
- Employment will be on an annual Fixed Term Contract that can be renewed.
- Salary Negotiable, Phone expenses will be covered

Interested candidates please send your CVs to secretariat.vvoga@gmail.com immediately.