

AL MUNTAZIR SCHOOLS

P.O.BOX 21735, Dar es Salaam | Tel: +255 22 2150161

JOB OPPORTUNITIES

The Al Muntazir Schools are managed under the auspices of KSIJ Central Board of Education, a Non-Profit Organization, providing quality education to students from multicultural backgrounds and comprises several schools spread over many campuses, providing education at Toddlers, Nursery, Primary and Secondary. We are looking for experienced and competent individual in the following capacity:

POSITION: IT Manager

LOCATION: Dar Es Salam.

DESIRED QUALIFICATIONS

- Bachelor's degree in IT. (Master's degree in IT or related field will add advantage)
- Minimum 3 years' experience in IT with at least 2 years' in Senior Management role
- Relevant updated professional IT certificates to support the position.

JOB DESCRIPTION

- IT Manager is responsible for Oversee the acquisition, and maintenance of all servers/ computers, and provide a secure and stable network within the schools.
- Act as an advisor to the management in all IT related matters for establishing and providing a cost effective, efficient and modern IT system/environment.

Key Responsibilities:

- Oversee the establishment and maintenance of a secure and efficient network system in all schools
- Implement and establish a School Management System
- Oversee the administration and maintenance of computer stations and software.
- Oversee the administration and maintenance of servers and firewall systems
- Oversee troubleshooting, systems backups, archiving, and disaster recovery and provide expert support when necessary.
- Interact with internal/external clients on all levels to help resolve IT-related issues and provide answers in a timely manner.
- Ensure that appropriate resources are available at the IT department as well as school to enable proper delivery of the syllabus.
- Manage/Coordinate the purchasing of all software, hardware and other IT supplies
- Administer and manage all internal and external email communications (mass mail and e-notes) and Implement and manage the School Management software system
- Manage the schools biometric and CCTV systems.
- Compile periodical reports for Management and governing board.

APPLICATION PROCESS:

Interested candidates are requested to submit their CV, copies of Educational Certificates and an application letter to job@almuntazir.org

DEADLINE: The deadline for receipt of all applications is 15th March 2021