

## JOB OPPORTUNITY

We are currently looking for an experienced and professional to fill the following post.

<b>Post</b>	Officer (Contract – 6 months)
<b>Department</b>	ICT Department
<b>Remuneration package</b>	Net Salary range: MVR 12,000.00 – MVR 13,000.00  Retirement pension scheme – 7% of the basic salary will be contributed monthly on behalf of employee to the Retirement pension fund of the Maldives.
<b>Main Responsibilities</b>	Maintain and repair systems at all levels  Maintenance of Network software system  Provide timely end-user support  Complete PC setup and deployment using standard hardware and software  Perform timely workstation hardware and software upgrades  Update network applications  Troubleshoot and resolve hardware, connections and software issues  Maintain system and server backups Setup and maintain network printers, scanners, and multi-function devices
<b>Educational Qualification</b>	Diploma in Information Technology with 1-year minimum work experience in related field  AND  Should be familiar with PHP/Frameworks such as Laravel / Hands on experience on configuring firewalls such as cyberoam / Sophos
<b>Skills</b>	Able to work independently with minimal oversight and maximum accountability  Self-motivated and a team player  Able to work flexible timings  Pro-active and willing to learn and follow up on problems till they are resolved  Proficient in Microsoft Windows operating systems and software  Working knowledge of networking and familiarity with Windows servers  Familiarity with MS SQL will be an added advantage

<b>Documents to be submitted</b>	<ul style="list-style-type: none"> <li>• Job Application Form (available from website &amp; Head Office counter) <a href="http://www.maldivegas.com">www.maldivegas.com</a></li> <li>• Copy of National ID card</li> <li>• Copies of relevant educational certificates</li> <li>• Reference letters</li> <li>• Police Report (only for shortlisted applicants)</li> </ul>
<b>Deadline</b>	<b>On or Before 1200hrs of 08th October 2020</b>
	<p>Interested candidates are requested to send in their application with above mentioned documents to:</p> <p style="text-align: center;"><b>Human Resources Department</b></p> <p style="text-align: center;"><b>Maldiv Gas Pvt. Ltd</b></p> <p style="text-align: center;"><b>#2-21 S.T.O Trade Center, Orchid Magu, Male</b></p> <p style="text-align: center;"><b>Tel: 3335614, Fax: 3335615</b></p> <p style="text-align: center;"><b>or</b></p> <p style="text-align: center;"><b>E-mail: <a href="mailto:career@maldivegas.com">career@maldivegas.com</a></b></p> <p>Please note only shortlisted candidates will be contacted. Incomplete applications received without above- stated documents will not be contacted</p>