WE'RE HIRING

About the Organisation –

The Foundation for Partnership Initiatives in the Niger Delta (PIND – www.pindfoundation.org) is a development foundation established by Chevron to provide support for socio-economic development and peace building programs in the Niger Delta. The Foundation funds programs in partnership with other donors from the public and private sector, seeking to create dynamic, multi-stakeholder partnerships that take full advantage of the synergies of involving diverse organizations and interests.

The Foundation is seeking for a qualified candidates to fill the position below;

Job Title:	***IT Administrator***
Location:	**Port Harcourt**
Remuneration:	Determined based on the pay structure of PIND and the candidate's relevant experience. (payment will be in Naira)

The position holder will provide systems analysis development, installation, modification, maintenance, monitoring, and/or integration of computer operating systems, applications, networks, and databases to meet the needs of PIND.

Responsibilities:

- Ensure the creation and maintenance of all written documentation, including system and user manuals, license agreements, and documentation of modifications and upgrades.
- Oversee provision of IT Support for staff in the Port Harcourt office and other locations as the need arises.
- Keep current with the latest technologies and determine what new technology solutions and implementations will meet the system requirements.
- Ensure software licensing laws are adhered to.
- Provide secure access to the network for remote users.
- Secure data from internal and external attack
- Manage crisis situations, which may involve complex technical hardware or software problems.
- Troubleshooting, training and on-hand assistance to staff in using technologies.
- Support use of IT platforms/software for PIND trainings, meetings, conferences and stakeholders/partners engagement.
- Provide support on utilisation of software's in particular support to PIND's Integrated Platform.
- Provide support on utilisation of software's
- Resolve tactical issues in the following key areas:
  - IT Governance: focused on the on-going need within PIND to align IT activities with its strategic objectives and to manage IT resources in the best interest of all stakeholders
- Perform other tasks as may be assigned by your supervisor or PIND Management

Educational Requirement

Our client is an equal opportunity employer and does not discriminate on the basis of gender, age, ethnicity or disability.

- B.Sc degree in Computer Science or a related field of study
- Relevant IT professional qualifications will be an added advantage

Knowledge, skills & experience

- At least 4 years relevant experience, 2 of which should be in a similar role.
- Computer hardware and systems programme
- Computer networks, network administration and network installation
- Computer troubleshooting
- Firewalls, spam and antivirus
- Email and internet programmes
- LANS/WANS
- Windows server environment
- Backup systems

How to Apply
Apply through - LinkedIn Apply
Apply through - Website Application

APPLICATION DEADLINE: Wednesday, February 7th, 2024
Women are strongly encouraged to apply, as we are committed to fostering diversity and inclusion.

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