ICT System Manager

Kathmandu International Study Centre (KISC) is a co-educational International Primary and Secondary school, ages 4 to 18, in Lalitpur, Nepal. It is a thriving and high achieving school with a strong ethos, flowing out of its mission, vision and values. In addition, KISC also has a Teacher Training branch called EQUIP, which is for training up Nepali teachers in rural communities.

Our mission is to provide excellent education, primarily for the international mission community and Nepali school communities, based on KISC values. Through our schools and EQUIP programme, students and staff are helping to transform children's lives, as well as making a positive impact on wider Nepali society.

We are seeking one ICT Systems Manager with the following qualifications and experience.

Job Description:
- Responsible for Windows Server implementation and management, including creating roles, designing group policies and maintaining file and print servers
- In charge of network infrastructure, including firewall management and VPN setup.
- Administer software and subscriptions eg Google Workspace, Microsoft 365 and ZOOM, as well as other inhouse software applications, including setup and security
- Provide support for school software including classroom packages and services.
- Create, implement and maintain monitoring models for school hardware and software
- Train and support staff and students in using various hardware and software.
- Assist School leadership in developing and updating ICT related policies.

Eduation:
- Bachelor's or Master's degree in Computer Science, Information Technology, or related fields
- Minimum of 5 years of experience in the related field
- Certifications (like CCNA, CCNP, MCSE, AWS) in Network / Systems technologies

Skills and Technical Experience:
- Expertise in various IT systems (hardware, software, networks, databases), and knowledge of specific platforms (e.g., Windows, Linux, cloud services)
- Strong analytical and problem solving / troubleshooting skills
- Knowledge of legal and regulatory requirements related to IT and communications systems
- Understanding of cybersecurity principles, data protection laws, and managing security risks
- Ability to address internal user needs and ensure effective IT support.

Management Experience:
- Proven experience in leading IT teams, including training, and performance management.
- Ability to develop IT strategies that align with organisational goals, including infrastructure planning and growth management.
- Excellent communication abilities to explain technical concepts in simple terms.
- Experience in managing budgets and delivering cost effective IT solutions.
- Skills in managing large scale IT projects using project management principles .
- Willingness to stay updated with evolving technologies and industry trends.

How to apply: All qualified and interested applicants are required to send an email with cover letter and an updated résumé to **recruit@kisc.edu.np** by **Wednesday, 10 April 2024.**
Only short-listed candidates will be contacted for an interview.
KISC has a child protection policy, and all staff are required to strictly adhere to the policy.

For more information about KISC, please visit **www.kisc.edu.np**