

ICT Technician

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 Technician with the following qualifications and experience.

Job Description:

- Managing users and devices on Windows Server and maintaining network users.
- Inspecting and resolving device issues, setting up new devices, updating monitoring logs and troubleshooting network issues.
- Maintaining user accounts in Google Workspace and Microsoft 365, as well as ZOOM and other in house software.
- Providing technical support for classroom hardware and software
- User desktop, laptop, printer, scanner maintenance and troubleshooting
- Installing, configuring and troubleshooting various hardware / software components

Education:

- Associate's or Bachelor's degree in Computer Science, Information Technology, or a related field.
- Minimum of 2 years experience in the related field.
- Technical certifications such as CompTIA A+, Network+, or Microsoft Certified Professional (MCP) can be advantageous

Skills and Technical Experience:

- Proficiency in computer hardware, software, and network troubleshooting.
- Knowledge of various operating systems (Windows, macOS, Linux).
- Familiarity with educational software and technologies used in classrooms.
- Hands on experience in setting up and maintaining computer systems and networks.
- Experience in supporting a range of devices such as desktops, laptops, tablets, and smartboards, as well as managing user accounts and permissions
- Familiarity with network security protocols and tools
- Strong problem solving and analytical skills, and a user oriented approach.
- Good communication skills for interacting with staff, students, and faculty.
- Ability to explain technical concepts in simple terms.
- Organisational and time management skills.
- Prior experience working in an educational environment would be beneficial.

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