حكومة إقليم كوردستان- العراق		حكومەتی هەرێمی کوردستان-عێراق
مجلـــــس الــــوزراء		ئەنجـــومـــــەنـــی وەزیـــران
وزارة الـــــداخــلــية		وەزارەتـــــی نـــــاوخـــــــۆ
مـــركز تنسيق الازمـــات المشترك		نـــــاوەندی هاوبەشی هەماهەنگی قەیرانەکان
مديرية الادارة والمالية		بەڕێوەبەرایەتی کارگێڕی و دارایی

Ministry of Interior
Joint Crisis Coordination Centre
Directorate of Administration and Finance

Job Announcement

The KRG Ministry of Interior/ General Directorate of Joint Crisis Coordination Centre (JCC) is seeking an individual to fill the position of IT Assistant

OPEN TO:	All Interested Local Candidates
OPENING DATE:	Thursday, January 22, 2017
CLOSING DATE:	Open Until Filled
WORK DAYS:	5 Days per Week
PLACE OF PERFORMANCE:	Erbil, Kurdistan Region, Iraq
TYPE OF EMPLYMENT:	Contract
JOB TITLE:	IT Assistant

MAIN FUNCTION:

Under the direct supervision of the Director of Information and Data Exchange Directorate, IT Assistant is responsible for providing first level support services related to the operations of computer hardware, software and telecommunications within JCC IT infrastructure.

MAIN RESPONSIBILITES:

1. Installing and configuring computer hardware, operating systems and applications.
2. Monitoring and maintaining computer systems and networks.
3. Setting up new users' accounts and profiles and dealing with password issues.
4. Setting up printers or routers, repairing equipment, and providing daily support for computer network users.
5. Troubleshooting support issues as required.
6. Identify technical issues and improvements and advise other IT staff members as appropriate.
7. Develop and deliver training programs including induction programs for IT applications, and ensuring that appropriate documentation and training manuals are produced for end users.
8. Perform relevant data entry into IT applications and database systems.
9. Communicate regularly with other team members on key changes affecting operational service delivery.
10. To assist with wider IT Unit project implementations.
11. Continuously work on self-developing relevant IT skills.
12. Perform other duties as required.

QUALIFICATIONS REQUIREMENT:

1. Bachelor's degree in information systems, computer science, or a related degree.
2. Written and spoken Kurdish and English ability.
3. NOT less than TWO years' experience of the relevant fields.
4. Experience of having worked across government ministries and departments is an advantage.

Raparin Quarter, 40 Meter Street, Brayaty Twin Roads, Erbil, Kurdistan, Iraq
Email: jcc.moi@jcckrg.org   Mobile: 07511205859

گەڕەکی ڕاپەڕین، شەقامی40 مەتری، دوو سایدی برایەتی، هەولێر، کوردستان، عێراق
تێمەیل: jcc.moi@jcckrg.org   مۆبایل: 07511205859

حكومة إقليم كوردستان- العراق		حكومەتى هەرێمى كوردستان-عێراق
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وزارة الـــــداخــلـــية		وەزارەتـــــى نـــــاوخــــــــــــۆ
مـــركز تنسيق الازمـات المشترك		نــــاوەندى هاوبەشى هەماهەنگى قەیرانەكان
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PERSONAL ATTRIBUTES:

1. Ability to work hard, under pressure, to tight and moving deadlines.
2. Personal resilience and ability to work in challenging circumstances.
3. Able to build and maintain strong working relationships.
4. Focused on delivery.
5. Team player.

SELECTION PROCESS:

Applications will be initially screened for eligibility in accordance with the qualification criteria above and qualified applicants will be shortlisted. Applicants are encouraged to address each criterion in their application in order to meet the minimum requirements for this position. The shortlisted applicants will be notified and called for an interview. The interview is run in both languages Kurdish and English. Interested applicants for this position should submit their CV to the below Emails:

razhan.omar@jcckrg.org
jcc.moi@jcckrg.org

CONTACT INFORMATION:

Questions may be directed to the Directorate of Administration and Finance, Mob: 07501161049.

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