

حكومة إقليم كردستان - العراق  
مجلس الوزراء  
وزارة الداخلية  
مركز تنسيق الازمات المشترك  
مديرية الادارة والمالية



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

حكومة هدریمی كوردستان-عیراق  
نهجومهنی وهزیران  
وهزارهتی ناوخو  
ناوهندی هاوبهشی ههماههنگی قهیرانهكان  
بهپروههبرایهتی کارگهپری و دارایی

## 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 System Administrator.

<b>OPEN TO:</b>	All Interested Locals
<b>POSITION:</b>	IT System Administrator
<b>OPENING DATE:</b>	Wednesday, September 7, 2016
<b>CLOSING DATE:</b>	Open Until Filled
<b>WORK DAYS:</b>	5 Days per Week
<b>PLACE OF PERFORMANCE:</b>	Erbil, Kurdistan Region, Iraq
<b>TYPE OF EMPLOYMENT:</b>	Depend on Current Status of the Applicant (Permanent or Contract)

### MAIN FUNCTION:

The person is responsible for the installation, configuration, upgrading, administration, monitoring, maintenance, and security of the IT infrastructure in JCC, and reports to the director of Information Management and Data Exchange.

### MAIN RESPONSIBILITIES:

- Administering physical and virtual servers, storage and telephone systems in addition to other IT technology and services.
- Remotely troubleshoot local and networked computers and devices.
- Preserves IT assets by implementing disaster recovery and back-up procedures and information security and control structures.
- Recommends information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
- Maintains quality service by establishing and enforcing organization standards.
- Maintains staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
- Maintains organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies.

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- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Act as Duty Officer on a rotational basis or as assigned.
- Perform other duties as assigned.

### QUALIFICATIONS REQUIREMENT:

1. Bachelor (B.A.) or above degree is required in the fields of IT.
2. Multi-lingual: At minimum, must be fluent in Kurdish and English (spoken and written).
3. Experience of having worked in a fast moving, high pressure, mixed culture environment.
4. Experience of having worked across government ministries and departments.
5. NOT less than TWO year experience of the relevant fields.

### 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. Patient and diplomatic with a wide diversity of people and work styles.
4. Able to build and maintain strong working relationships and to wield influence through these.
5. focused on delivery
6. 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:

[sarhad.omar@jckrg.org](mailto:sarhad.omar@jckrg.org)  
[jcc.moi@jckrg.org](mailto:jcc.moi@jckrg.org)

### Contact information:

Questions may be directed to the Directorate of Administration and Finance, Mob: 07511205859.