| حكومة إقليم كوردستان- العراق | | حكومەتى هەرێمى كوردستان-عێراق |
|---|---|---|
| مجلــــــس الـــــوزراء | | ئەنجــومـــەنـــــى وەزیـــران |
| وزارة الـــــــداخـــلـــية | | وەزارەتـــــى نــــــاوخــــــــۆ |
| مـــركز تنسيق الازمـات المشترك | | نـــاوەندى هاوبەشى هەماهەنگى قەیرانەكان |
| مديرية الادارة والمالية | | بەڕێوەبەرایەتى 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 individuals to fill the position of IT Assistants

| | |
|---|---|
| **NO. OF POSITIONS:** | Three (3) |
| **OPEN TO:** | All Interested Local Candidates |
| **OPENING DATE:** | Thursday, August 8, 2019 |
| **CLOSING DATE:** | Saturday, August 31, 2019 |
| **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 Management 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. Diploma or Bachelor's degree in information systems, computer science, or a related degree.
2. Written and spoken Kurdish and English is advantage.

Rasty Qtr., Kirkuk Twin Roads, Beside Zanko Bank, Erbil, Kurdistan, Iraq
Email: jcc.moi@jcckrg.org          Mobile: 07511205859

گەڕەکی ڕاستی، دوو سایدی کەرکوک، تەنیشت بانکی زانکۆ، هەولێر، کوردستان، عێراق
ئیمەیل: jcc.moi@jcckrg.org          مۆبایل: 07511205859

| حكومة إقليم كوردستان- العراق | | حكومەتى هەرێمى كوردستان-عێراق |
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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.
6. Able to deliver and make long term commitment.

## 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:
it.unit@jcckrg.org
jcc.moi@jcckrg.org

## CONTACT INFORMATION:

For questions or further information, please feel free to contact us via these email/mobile:

Email:  it.unit@jcckrg.org
Mobile: +9647507543946