JOB POSTING REQUEST FORM

Job Details

Reference #	CP-118-2021
Company Name	Novelus
Industry	Software, Network solutions and services
Vacancy	Junior IT
Job Type *(FT, PT, Contractual, Seasonal)*	FT
Major(s)	IT
Degree	Computer engineering
Years of Experience	0 to 1
Location	Mkalles
Remuneration & Benefits	Yearly bonuses and raises based on the performance review of the employee by end of year.
Tasks & Responsibilities	- Install new hardware and software. - Troubleshooting hardware and software problems. - Hardware provisioning for new resources. - Setting up workstations with computers and necessary peripheral devices and checking hardware to ensure functionality. - Installing and configuring appropriate software and functions according to specifications - Setting up accounts for company employees with passwords and permissions. - Monitoring a company's systems with security the prime objective. - Fixing network faults. - Installing antivirus protection. - Coming up with IT solutions to fix a company's problems. - Ensuring staff is properly trained on new systems. - Back up, secure and protect data. - Record servers and services/applications logs and analyses them. - Install firewalls: application gateways and Access Control list packet filter - Escalate IT issues to the IT Manager where necessary - Responsible for managing backups - Undertake small to medium-sized IT projects as instructed by the IT Manager - Reporting faults and maintaining logs on

Placing Characters not people!

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servers, desktops and laptops
- Creating purchase requisitions for IT hardware/software
- Exchange server mailbox maintenance including archiving mailboxes
- Setting up new users and disabling expired accounts in accordance with HR requirements
- Providing support for MAC and PC
- Work extra hours to meet deadlines, as required and where reasonable
- Provide assistance as required to the IT Manager
- Provide assistance and support to colleagues in IT-related matters
- Prepare documents, meeting materials and correspondence