



Job Description – IT Officer

Job title: IT Officer

Work Location: Bmobile SI HQ – Honiara

Division/Department: ICT / Network

Reports to: IT / Network Core Manager

- Full-time
 Part-time

Essential Duties and Responsibilities:

Reporting to the IT/Network Core Manager, the IT Officer's primary responsibility is to ensure and maintain daily IT & Network related operations. The core functions and scope of the IT Officer are to;

Duties and Responsibilities includes:

- Ensure that all devices connected to the LAN are up and running on a daily basis for business operations to run smoothly.
- Troubleshoot and fix all network based issues within the office and faced by users.
- Configure, maintain and keep an update inventory list of all network devices.
- Ensure all network and IP related documentation is updated in timely manner.
- Assist Technical Team in setting up wireless PTP (point to point) links, DES Gateways and other monitoring devices.
- Generate reports for all corporate customers when required.
- Troubleshoot and fix all IP and network related issues for corporate customers.
- Ensure that all network devices are added to the NMS (Network Monitoring System).
- Conduct MAC (Move, Add, Changes) when required within the office environment.
- Troubleshoot and fix user issues.
- Assist IT Team in daily operations.
- Ensure all tasks assigned by IT Team Leader is conducted and completed on time.
- Coordinate and work with PNG Team when required.
- Keep abreast of all other department's requirements such as applications, hardware and operational status.
- Provide updates to department manager on timely manner.
- Other duties directed by the IT/Network Core Manager from time to time.

Education and/or Work Experience Requirements:

- Diploma or Bachelor's Degree in Information Technology, Computer Science/Information System or related field;
- 2-3 years' experience in an IT/Networking field. New graduates are also encouraged to apply;
- Knowledge of Networking and System Administration.

Required Outputs, Personal Attribute and/or Physical Requirements:

- Proven track record with demonstrable skill set.
- Excellent analytical, strong communication skills, problem solving and negotiation skills
- Good personal presentation.
- Ability to maintain a high level of confidentiality.

BENEFITS

Competitive remuneration in line with experience and qualifications. All applications will be treated with the strictest confidence.

Bmobile is an Equal Opportunity Employer. Please direct all applications to;
Email address: jobs@bmobile.com.sb

Or

Drop off your application at our Head Office, located Grand Plaza (Top floor), Town Ground

Addressed to:

Manager – Human Resources
Bmobile Solomon Islands Limited
PO Box 2134
Honiara Solomon Islands

Label: Position Name

Closing Date: 23 October , 2020

Applications will be assessed as they are received. New graduates are encouraged to apply. Only shortlisted applications will be contacted.