

Announcement No: 60-Adm/2017/294

## JOB OPPORTUNITY

STO is looking for a young, dynamic and career oriented individual to join our organization for the following post:

<b>Post</b>	IT Officer Gr. 1
<b>No of positions</b>	01 (One)
<b>Department</b>	ICT Department (Head Office)
<b>Remuneration details</b>	<ul style="list-style-type: none"> <li>• Basic Salary range : MVR 5700.00</li> <li>• Fixed Allowance range: MVR 2000.00 – 3000.00</li> <li>• Overtime and extra working days allowance</li> <li>• Technical and Professional Allowance (If eligible)</li> <li>• Pension</li> <li>• Medical insurance (After probation)</li> </ul>
<b>Requirement</b>	<ul style="list-style-type: none"> <li>• Experience in server products (Windows Server, Exchange, Lync and System Center and VMware)</li> <li>• Experience in setup and maintenance of storage servers.</li> <li>• Experience in setup and maintenance of DHCP, DNS, AD and Hypervisors.</li> <li>• A good understanding of server hardware.</li> <li>• A good understanding of Networking and VLANs.</li> <li>• Ability to quickly learn and support new systems and applications.</li> <li>• Able to manage multiple end user technical issues.</li> <li>• Excellent oral, written and listening skills. (Dhivehi and English)</li> <li>• Knowledge of networking (Cable crimping, cable testing, standards, switching and internet)</li> <li>• Able to work effectively with end user and colleagues and develop strong working relationships</li> <li>• Able to travel to Islands.</li> <li>• Minimum 1-2 year of working experience.</li> </ul>

<p><b>Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Diagnose and resolve technical issues</li> <li>• Escalate IT issues to the Manager / Supervisor where necessary</li> <li>• Installing, troubleshooting, repair and maintenance of computer system hardware, software and other peripheral equipment.</li> <li>• Provide end user support</li> <li>• Setting up and configuring new hardware and software</li> <li>• Undertake small and medium IT tasks as instructed by Manager/ supervisor</li> <li>• Create and maintain documents related to network configuration, network mapping, process and service records.</li> <li>• Manage and update IT assets inventory.</li> </ul>
<p><b>Education Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Diploma in IT or equivalent certificate in relevant field</li> <li>• MCSE (Optional)</li> </ul>
<p><b>Others</b></p>	<ul style="list-style-type: none"> <li>• Perform basic administrative support duties as required to meet specific operational objectives.</li> <li>• Perform miscellaneous job-related duties as assigned by the Manager / Supervisor</li> <li>• Provide assistance and support to colleagues in IT-related matters</li> <li>• Self-directed individual that continuously seek out new challenges.</li> <li>• Strong problem solving skill.</li> <li>• Work extra hours to meet deadlines, as required and where reasonable.</li> <li>• Ensure that a high level of customer service and support is provided to all internal and external customers.</li> <li>• On-call availability for emergency issues</li> <li>• Ability to effectively prioritize work in a high-pressure environment.</li> </ul>

Interested applicants please send us your applications with a complete CV, copies of educational certificates and copy of ID card before **1230hrs on 08<sup>th</sup> January 2018** to:

State Trading Organization Plc  
(Head Office),  
Boduthakurufaanu Magu,  
Male',  
Maldives  
Tel: 3344261

\* Application forms will be available from STO Head Office reception or STO website  
<http://sto.mv/Downloads.aspx>

\* *Only shortlisted candidates will be called for an interview.*