



THE BAHAMAS AGRICULTURE AND MARINE SCIENCE INSTITUTE

FEEDING MINDS. GROWING GREATNESS

Computer and Information Technology

BAMSI is seeking a Computer and Information Technology Coordinator is primarily responsible for providing the full range of technical support for the Institute. To support the use of IT within the College environment through maintenance of IT software, hardware and related equipment, and providing support to staff and students to ensure administration and learning outcomes are maximized. The successful candidate must show a commitment to excellence in teaching, policy and protocol development and participate in Institute and Community service.

QUALIFICATIONS

Bachelor's degree in computer science or related areas. Technical experience and certifications in one or more IT specializations and application areas. Three (3) or more years of professional work experience with supervisory role a plus. Areas include computer repair, network administration, software installation, equipment maintenance and proper record keeping.

RESPONSIBILITIES

Develop and implement IT operational policies and procedures; Maintain inventory of BAMSI equipment and IT assets and consumables; Check and repair hardware/software and equipment regularly and reporting faults; participate in the collection, collation, processing and storage of data an information to comply with Institute reporting requirements; maintain and secure computer labs, IT networks, hardware and software; maintain a comprehensive database of all support requests; Maintain and develop the Institute's network and IT help desk; acquisition and budgeting of materials and supplies engage in teaching duties

DEADLINE: UNTIL FILLED

TO APPLY FOR THE ABOVE-MENTIONED POSITION, please complete application form, send relevant requested documents (Copy of Resume, Copies of qualifications and applicable certifications, copy of Passport and/or voters card, Copy of NIB Card and 3 written character References Valid Police Record (not later than six months of the application) Medical Certificate including information on any noncommunicable disease. **Please bring originals for Validation and email hr@bamsibahamas.edu.bs**