



# EKAMAI INTERNATIONAL SCHOOL

## JOB VACANCY

**Position Title:** IT Staff (Network Admin)  
**Type of Appointment:** One-Year Contract with a 3-month probationary period  
**Desired Start Date:** August 1, 2026  
**Closing Date:** May 31, 2026

### Job Overview:

The School IT Support Staff is responsible for providing technical assistance and support to students, teachers, and administrative staff within the school. They play a crucial role in ensuring the smooth operation of computer systems, networks, and technology-enhanced learning environments.

**Responsible to:** IT Department Head

### Main Duties:

- Respond promptly to user inquiries and provide technical support to students, teachers, and staff.
- Strong teaching skills with a focus on good classroom management.
- Assist with the setup and configuration of computers, laptops, tablets, and other devices used in the educational setting.
- Support the integration of technology into the classroom, including projectors and educational software.
- Troubleshoot classroom technology issues and assist teachers in using technology for instructional purposes.
- Knowledge in maintaining and troubleshooting the school's local area network (LAN) and wireless network.
- Ensure the proper functioning of servers, switches, and other networking equipment.
- Collaborate with the central IT department for system updates and maintenance.
- Install, configure, and maintain educational software applications.
- Assist teachers in utilizing software for lesson planning, grading, and other educational purposes.
- Implement and enforce security measures to protect student and staff data.
- Educate users on cybersecurity best practices and safe internet use.
- Hardware Inventory and Maintenance:
  - Keep track of hardware inventory, including computers, laptops, tablets, and peripherals.
  - Conduct regular maintenance and upgrades to ensure optimal hardware performance.
  - Provide training sessions for teachers and staff on the use of technology tools and resources.
  - Support professional development initiatives related to educational technology.
  - Create and maintain documentation for IT procedures, troubleshooting guides, and user manuals.
  - Document technology-related policies and procedures specific to the school.

### Qualifications:

- Seventh-day Adventist church member in good standing.
- Bachelor's degree in Computer Science, Information Technology, or a related field.
- Proficiency in troubleshooting hardware, software, and network issues.
- Familiarity with educational software applications and learning management systems.
- Collaborate with teachers, administrators, and central IT staff to address technical challenges and improve the overall technology infrastructure.

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