



Barbados Institute of Management and Productivity

CAREER OPPORTUNITY

PROJECT ASSISTANT, INFORMATION TECHNOLOGY

BIMAP invites applications from suitable candidates for the position of **Project Assistant, Information Technology**. The ideal candidate is a critical member of the Quality Assurance and Information Technology Department team.

KEY RESPONSIBILITIES:

Networking

- Administer computer network and related computing environments, including computer hardware and software applications.
- Diagnose network issues, hardware and software problems.
- Perform data backups and disaster recovery operations.
- Update and maintain network documentation and perform configurations on network devices.
- Plan, coordinate and implement network security measures in order to protect data software and hardware.
- Configure servers in order to monitor the performance of computer systems and networks, and to coordinate computer network access and use.

E-Learning Software Administration

- Manage courses and user accounts in an e-Learning platform.
- Liaise with academic and administrative staff to identify and release course material to learners/students.
- Prepare E-Learning courses in anticipation of upcoming training programmes.
- Assist with the preparation and issue of student Identification cards.

Test Centre Administration

- Ensure computer equipment is operational and test stations are in working order to deliver testing.
- Process candidates' sign-in (including verification of candidate identity) according to Test Centre and other Examining body's procedures.
- Ensure the integrity and security of tests are maintained and that they are invigilated to the required standard.
- Ensure all compliance standards relating to the test centre operation and security protocols are adhered to.

CORE COMPETENCIES:

- Excellent oral, written communication and presentation skills.
- Excellent customer service and relationship management skills.
- Knowledge of E-Learning platforms, computer systems, peripherals, communications equipment and test centre administration.

QUALIFICATIONS AND EXPERIENCE:

- A Bachelor's degree in Computer Science or the equivalent.
- Approved training in the Microsoft Office Suite, Database Applications and E-Learning platforms.
- Three (3) years' work experience in complex systems design, programming and systems software and support.

Application letters and résumé should be submitted no later than 7th February, 2020 to:

The Human Resources Officer
Barbados Institute of Management and Productivity
BIMAP Drive, Wildey, St. Michael
Tel: (246) 431-4200
E-mail: hr@bimapbb.com

Applications will be treated with the highest degree of confidentiality.