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The Lesotho National Development Corporation (LNDC) invites applications from suitably qualified Basotho nationals for the position of **ICT Assistant** in the Finance and ICT division at LNDC Head Office.

1. PURPOSE OF THE JOB

The purpose of the job is to provide technical support in ensuring efficient performance of the systems in Windows Active Directory Environment.

2. KEY REPOSIBILITIES

- Assist in troubleshooting network problems, printers, scanners and other devices;
- Participate in the planning and implementation of disaster recovery and security;
- Assist in preparing technical workshops and training of computer operator staff and/or users;
- Ensure routine monitoring of UPS to protect systems from power failures;
- Perform tasks related to service needs, including equipment replacement and installation, software installations.
- Provide IBM xSeries) server hardware and operating system installations, configurations, user and file system management; provide Active Directory administration, configuration, trouble shooting and performance tuning;
- Provide system and infrastructure level support for Microsoft Exchange Server, file and print sharing;
- Escalate problems/tasks to the appropriate parties in accordance with established procedures;
- Any other duties that may be assigned from time to time.

3. REPORTING CHANNEL

The incumbent will report to the Systems Administrator:

4. QUALIFICATIONS AND EXPERIENCE

- Degree in Computer Science or recognized equivalent qualification
- Two years relevant experience



5. COMPETENCIES

- Knowledge of Computer Networks.
- Experience and overall level of knowledge in managing Active Directory based networks.
- Communication interpersonal skills
- Ability to work under pressure

6. REMUNERATION

LNDC offers an attractive remuneration package. The entry point will be determined by the applicant's qualifications and experience.

7. SUBMISSION OF APPLICATION

All applications accompanied by a detailed CV, certified copies of educational certificates and transcripts as well as three references should be sent to:

The Chief Executive Officer
Lesotho National Development Corporation
Private Bag A96
MASERU 100

Closing date for submission of applications is ***17th July 2010.***

Applicants who will not have been contacted by the ***30th July 2010*** should consider their applications unsuccessful.