



INSTITUT JANTUNG NEGARA
National Heart Institute

We are looking for suitable and qualified candidate for the following position:

**MIS TECHNICIAN
MANAGEMENT INFORMATION SYSTEM DEPARTMENT**

Responsibilities

- Handle and maintain e-helpdesk system.
- Provide first level offsite and onsite support and escalate unresolved issues to next level support teams.
- Manage and configure end-user accounts and profiles management.
- Perform and monitor daily health checks and physical security inspection.
- Document technician processes.
- Received, tag, install, transfer and maintain IT assets register.
- Manage offsite backup tape operations.
- Monitor and maintain antivirus signature on desktops and notebooks.
- Report, attend and supervise jobs by vendors.
- Perform standby duties for internal events.

Requirements

- Diploma in Computer Science / Information Technology, Engineering (Computer/ Telecommunication) or equivalent.
- IT Certificate with 2-5 years' experience
- Experience in network environment, active directory, windows network administration, installation and configuration.
- Knowledge in PC & Server hardware peripherals, LAN, WAN, windows server operating system and office automation software with hand-on troubleshooting skill.
- Good interpersonal and good customer-service orientation.

Closing Date

26th March 2019

**Talent Acquisition Unit
Human Capital & Organizational Development**

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**Note: All unsuccessful applications shall not be retained in our database.
Only SHORTLISTED candidates will be contacted.**