



INSTITUT JANTUNG NEGARA
National Heart Institute

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

MIS TECHNICIAN

MANAGEMENT INFORMATION SYSTEMS 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.
- Perform standby duties for internal events.

Requirements

- Recognized education certificate in Information Technology related.
- At least 1-year experience in Information Technology environment.
- Team player, responsive attitude, analytical and good communications skill.
- Able to work on shift.

Closing Date

9th February 2024

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.**