

JOB DESCRIPTION:

IT Manager, Maadi Community School
(non faculty, full time)



The IT Manager should have a broad knowledge and understanding of Information Technology, including the following areas:

- Personal computer hardware and software (Windows and Mac OS)
- Networking
- Printers and other devices

Major Areas of Responsibility:

1. Helpdesk Support: providing first level IT support to MCS staff in support of the mission of the IT department and the mission of MCS.
2. Network: Oversee and maintain MCS's computer network. Ensure network security and content filtering for different user groups. Troubleshoot internet connectivity issues.
3. Planning: Plan for the short-, medium-, and long-term IT infrastructure needs and IT assets of the school, with the support of the IT steering committee.
4. Organization and Record Keeping: maintain systems and tools to organize time, prioritize work requests, and keep records of all IT assets. Document all details of apps / systems that MCS uses.
5. Management of Budget: manage the IT budget for new assets and repairs, under the supervision of the IT steering committee, and in alignment with the IT planning.

6. Online Assets: maintain and update the school website, find avenues for online marketing / SEO, and ensure that web domains are purchased and secured.
7. Implement and maintain a backup system for important school data, ensuring safety and security.
8. Maintain the school's library database system.
9. Other reasonable duties as requested by the Line Manager or SMT

Professional development:

- Network with other IT professionals in Cairo
- Find and join online communities to support continued growth in IT knowledge and skills
- Find and attend one local IT training event or conference per year

Professional conduct:

- Uphold the school statement of faith
- Adhere to the staff code of conduct
- Adhere to all school policies and procedures
- Attend school events throughout the year

Please note the operating language of the school is English. Any candidates will have a good standard of spoken and written English.

MCS offers a very competitive salary and a friendly and fun work environment. For more information about MCS, please see our website at <http://mceducation.org>.

To apply for this position, please send a cover letter and your C.V. to Christina Saadalla at c.saadalla@mceducation.org