

**NON-ACADEMIC POSITIONS****Closing Date: 28 March 2024****Position 1: Part Timer (2 position)****Location : ISSB Management Office, Gombak, Kuala Lumpur**

<b>Department</b>	<b>Status</b>	<b>Expected Report Duty</b>
ICT Unit, Facilities & Services	Part Time	April 2024

**Job Description:**

1. To handle ICT asset management in all schools and departments.
2. To records of all ICT assets available at the Facilities & Services Department.
3. To handle the storage of all ICT assets and categories it based on the assets management system.
4. To submit report on ICT asset management to Facilities & Services Manager:
  - a. ICT assets still in used
  - b. Broken ICT assets
  - c. Disposal ICT Items
  - d. Outdated ICT assets
  - e. Movement In / Out of ICT assets
5. To assist ICT officer, carry out assets transfer, upgrade, sell and do the assets disposal activities.
6. Perform other duties and responsibilities as assigned by their superior.

**Job Requirements:**

1. A good Diploma in Computer Science, Information Technology or its equivalent will be an added advantage.
2. At least 1 – 2 years working experience in technical support and ICT field.
3. Technical skills in Computing Hardware and Software installation and configuration.
4. Must be detail-oriented person.
5. Good attitude and strong work ethic.