



Ref: SHE/ADM/25/100-AD

BE A PART OF SHE!

Society for Health Education (SHE) is looking for a suitable individual or a firm for the following post.

Systems Administrator

Society for Health Education (SHE) is seeking a skilled and proactive IT Systems Administrator to manage and maintain our IT infrastructure, ensuring seamless operations and business continuity. The ideal candidate will provide technical support, troubleshoot hardware and software issues, maintain and implement networks, and assist in developing IT policies and procedure.

Qualifications:

Diploma or Bachelor's degree in Information Technology, Computer Science, or a related field.

Requirements:

- Proven experience in IT support, Windows Server system maintenance, and troubleshooting.
- Knowledge of hardware, software, network systems, and peripheral configurations.
- Ability to develop IT policies and documentation.
- Strong problem-solving skills and the ability to work independently.
- Excellent communication and teamwork skills.

Key Responsibilities:

- Maintain and troubleshoot hardware and software, including computers, laptops, printers, projectors, servers, and storage devices.
- Set up and configure new computer systems and other peripherals such as printers, scanners, wireless access points, and UPS systems.

- Provide timely IT support and troubleshoot IT-related issues as needed.
- Assist in IT-related tasks to support business continuity.
- Develop and implement IT policies, Standard Operating Procedures (SOPs), and other relevant documentation.
- Ensure data security and proper system backup management.
- Collaborate with staff to enhance IT efficiency and provide necessary training when required.

Working Hours: On Call

Working Days: Sunday to Thursday (except weekend and all public holidays)

Salary Range: MRF 8000

Interested candidates are requested to submit their CV, attested copies of relevant educational certificates, National Identity card copy, Police certificate, Job reference letters and covering letter addressed as:

Iyasha Leena
Chief Executive Officer
Society for Health Education
M.Kulunuvehi, 1st Floor, Buruzu Magu

You can either submit hardcopy to the reception or email to: hr@she.org.mv (please keep the subject heading name as “Application for System Administrator” when emailing.)

DEADLINE FOR SUBMISSION IS 24th March 2025 BEFORE 14:00 HRS

***Only Shortlisted Candidates will be contacted**

For more information please contact:

☎ 3029771/ 7989037

✉ hr@she.org.mv

SHE is committed to the safety and protection of children, young people and vulnerable adults and this role may involve contact with these groups. Our recruitment and selection procedures reflect our Commitment to the safety and protection of children, young people and vulnerable adults in our programs. SHE is committed to equal opportunities and cultural diversity.