



**TISI SANGAM INSTITUTE OF TECHNOLOGY**  
**SANGAM COLLEGE OF NURSING AND HEALTH CARE EDUCATION, LABASA**  
**EXPRESSION OF INTEREST**

The Sangam College of Nursing and Health Care Education invites qualified individuals to apply for the position, based in Labasa.

**IT Support Officer**

The IT Support Officer will assist in the day-to-day IT operations and provide technical support to staff and students. This role involves troubleshooting hardware and software issues, maintaining IT systems, and ensuring smooth operation of network and communication systems.

**Minimum qualifications required for the above position:**

Bachelor's degree in Information Technology, Computer Science or Information Systems. with demonstrated compliance in the following:

- Minimum of 6 years of experience in IT support.
- Troubleshoot and resolve issues related to computers, printers, internet connectivity, and other IT resources.
- Proficiency in Windows OS, Microsoft Office Suite, and IT security best practices.
- Assist in monitoring network security and report any vulnerabilities or incidents to the IT Manager.
- Experience with Learning Management Systems (Moodle) and Office 365.
- Maintain an inventory of IT assets and ensure proper documentation.
- Assist in setting up new devices and configuring software for users.
- Basic networking knowledge (LAN, Wi-Fi, VPN) and structured cabling.

A salary package will be discussed with the successful candidate depending on qualifications and experience. Additional information for this position can be obtained from the College on telephone number 8818691/8818692 and <https://sit.ac.fj/vacancies>.

Application should include a detailed curriculum vitae, an original birth certificate, academic transcripts, and contact addresses of three academic referees, to be sent to:

“Vacancy – IT SUPPORT OFFICER”,  
Sangam College of Nursing and Health Care Education,  
P.O. Box 2047, Labasa.

**Applications close on 3<sup>rd</sup> April 2025 at 4 pm.**