



خدمت تيكنيكل دراج بروني
Royal Brunei Technical Services

Job Code	REC.2021/02:IT
Job Title	IT Officer
Department/Unit	Information Technology

Responsibilities:

- Participates as a member of the IT management team in planning, problem resolution, and reviewing department performance.
- Serves as lead IT liaison with clients to understand business needs and collaborate with cross-functional teams in meeting those needs.
- Provides technical leadership on a variety of highly specialized project-related activities.
- Reviews vendor contracts and coordinates IT purchases (hardware, software and services) to ensure effective deployment of solutions aligned with business needs.
- Implement, review and maintain IT policies and governance consistent with recognised standards and company's quality management system.
- Performs research on latest state-of-the-art technology, equipment, and/or systems and evaluate their potentials to address current and future business needs.

Requirements:

- Higher National Diploma in Information System or Computing.
- Minimum two (2) years working experience in relevant fields.
- Professional certification in specialized IT skillset is an advantage.
- Excellent skills in Microsoft Office applications including Projects and Visio.

Key Competence Required:

- Strong attention to details and good analytical skills.
- Hardworking, self-motivated and a team player with strong interpersonal and communication skills.
- Familiar with a range of diverse IT systems, networks, software and hardware.
- Ability and willingness to acquire new knowledge, skills and abilities.