



AIR TERMINAL SERVICES (FIJI) PTE LTD

Air Terminal Services [Fiji] Pte Limited is the region's leading ground handling provider of Passenger, Line Maintenance, Cargo and Ramp Handling, Cargo Sales, Cabin Cleaning and In-flight Catering Services. With 37 years of operating experience, we provide excellence in service through competent personnel with quality, safe and efficient practices; in line with the best interests of our customer goals.

ATS is an IATA – ISAGO registered ground service provider including ISO 9001 QMS and ISO 22000 Food Safety Management System certified. We have a dynamic and robust Integrated Aviation Management System (iAMS) that aspires to continuously improve Quality, Safety, Security and Efficiency.

ATS is an Equal Opportunities Employer. All selected applicants must pass drug & medical testing and police clearance before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration. Costs incurred for these will be borne by the Company.

VACANCY NO: 004/2019: ICT SUPPORT OFFICER

Duties and Responsibilities:

- Upgrade, maintenance and enhancement of cabling for the ATS ICT network
- Mounting and maintenance of new and upgraded ICT hardware in ATS facilities and buildings including but not limited to printers, desktops, laptop computers, cameras on a regular maintenance program
- Upgrade and maintenance of ATS ICT systems
- Transfer of network switches within ATS facilities and buildings
- Assistance to the Network Administrator with the manning of the ICT Help Desk and other first point of contact for the ICT Department for queries and issues.
- Any other relevant duties as assigned by Manager ICT

Qualification

- Diploma in Information Technology or Computer Science from a reputable tertiary institution.
- Minimum 2 years related industry experience.
- CompTIA A+ and N+ certification would be an advantage
- Strong analytical and problem solving skills
- Compliance & Result oriented
- Good written, interpersonal and communication skills

Salary: In accordance with ATS/FASA Industrial Agreement.

Full Job Description Attached

Applications: Your application, including full curriculum vitae plus **CERTIFIED COPIES** of academic qualifications and transcripts must be forwarded to: **recruitment@ats.com.fj**

Applicants must also provide three references, one of which must be from your present or immediate past supervisor and attach the signed referee reports with the applications.

Applications close on: 26 January, 2019 at 1700 hours.

Air Terminal Services (Fiji) Pte Ltd thanks all applicants for your interest; however, only shortlisted candidates will be contacted.



RESPONSIBILITIES, AUTHORITY AND COMPETENCE

Revision: 00
Date:

Job Title:	ICT Support Officer		Code: 01 01 01
	Dependence:	<i>Information & Communications Technology Department</i>	
Reports to:	<i>Manager Information & Communications Technology</i>		
Subordinates:	<i>TA</i>		
Job Objective: <i>Reason why?</i>	<i>Providing support to the Manager Information & Technology for the following:</i>		
Main outcomes: <i>(Key responsibilities & accountability - 8 to 12)</i>	1.	<i>Upgrade, maintenance and enhancement of cabling for the ATS ICT network</i>	
	2.	<i>Mounting and maintenance of new and upgraded ICT hardware in ATS facilities and buildings including but not limited to printers, desktops, laptop computers, cameras on a regular maintenance program</i>	
	3.	<i>Upgrade and maintenance of ATS ICT systems</i>	
	4.	<i>Transfer of network switches within ATS facilities and buildings</i>	
	5.	<i>Assistance to the Network Administrator with the manning of the ICT Help Desk and other first point of contact for the ICT Department for queries and issues.</i>	
	6.	<i>Any other relevant duties as assigned by Manager ICT</i>	
Authority: <i>Main attributions and authorities</i>			
Job Requirements:	Qualification	Education:	<i>Diploma in Information Technology or Computer Science from a reputable tertiary institution</i>
		Training:	<i>CompTIA A+ and N+ would be an advantage</i>
	Experience	<i>Minimum 2 years related industry experience.</i>	
	Competence	Knowledge:	<i>Computer Hardware diagnosis Basic networking knowledge (hardware, software and cabling)</i>
Technical Skills:		<i>Strong analytical and problem solving skills</i>	
Non Technical Skills		<i>Good written, interpersonal and communication skills</i>	
Attitudes:		<i>Compliance & Result oriented</i>	

Main Related Documents: Company manuals,

Review by:

Approved by:



RESPONSIBILITIES, AUTHORITY AND COMPETENCE

Revision: 00
Date:

Based at: Nadi Airport

Review by:

Approved by: