



Job Description: Coordinator/ Senior Coordinator- ICT

Objective

As an ICT Coordinator at COAST Foundation, you will play a pivotal role in designing, implementing, and maintaining our ICT infrastructure to ensure seamless operations and support our strategic objectives. You will utilize your expertise in network infrastructure, IT Support, and systems integration to drive innovation and efficiency within our organization.

Core Responsibilities

1. Maintain existing IT performance, infrastructure, applications, and technical solutions in Linux by analyzing organizations trends, identifying problems, and anticipating requirements.
2. Support to run smooth IT operation and conduct troubleshooting to resolve problems.
3. Receive complaints from various users within a specific time frame and ensure regular maintenance of Hardware, LAN, IP Camera, attendance device and more.
4. Must have sound knowledge about networking & Router Configure.
5. Provide network support for Internet, email and software connection of all existing employees and new joiners.

Education, Skills and expertise

1. Minimum Bachelor degree in Computer Science, Information Technology, or related field.
2. Strong knowledge of network protocols, systems administration, and wireless networking.
3. Experience with ICT infrastructure design and implementation.
4. Proficiency in troubleshooting ICT issues and performing root cause analysis.
5. Excellent communication and interpersonal skills.
6. Ability to work independently and collaboratively in a team environment.
7. Related certifications (CCNA, MTCNA, NSE1, MCSE, RHCSA) are a plus.

Experience

1. Proven experience of minimum 3 years in a similar role.
2. The applicants with experience in the following business area(s) will have a priority: NGO, Development Organizations.

Working base: Principal Office, Dhaka with frequent field visits in the coastal districts.

Job Nature: This is a full-time and permanent job, not any donor-based project.

Age: 27-35 years.

Salary and benefits

We offer an attractive and competitive salary for the position. Deserving candidates will be offered a 50,000-70,000 taka and other benefits, including two festival allowances, contributory provident fund, gratuity, travel, medical, mobile allowances, etc., as per the Foundation's policy.