



**MNG Gold Liberia Inc.**  
**Job Announcement AD-05/04/2018**  
**Information Technology Assistant (1 Position)**

MNG Gold Liberia, Inc. is a mining company that is currently investing in Liberia and has established a mine in Kokoya district, Bong County. MNG Gold Liberia, Inc. is a member of the AVESORO Group of Companies base in Turkey which is an established company with vast investments in various countries in addition to the numerous contacts it is fulfilling in Turkey.

**We are currently recruiting:**

**Title:** Information Technology Assistant  
**Reports to:** Information Technology Supervisor  
**Location:** Kokoya District, Bong County

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**Roles and Responsibilities:**

Post holder's primary focus may be in the areas of computer operations, user and desktop support (hardware and software), helpdesk. Performs a variety of moderately complex information technology support duties to ensure smooth delivery of technology services. Under the supervision of the Supervisor, the post holder monitors, operates, or coordinates and assists others in the operation of computer hardware, software, and peripherals in order to achieve desired results. Utilizes computer equipment, software and diagnostic tools to perform a broad range of assistance, equipment maintenance and repair and computer operations assignments.

**Key Responsibilities of role:**

- Provides assistance in the use of computer hardware, software, and specialized mainframe technology or operates a multi-platform computer environment or monitors execution, and successful completion of jobs;
- Sets up and configures desktop computers, peripherals and accounts assigning security level;
- Installs software and installs and repairs hardware and peripherals;
- Troubleshoots, diagnoses problems, implements corrective action procedures within prescribed guidelines and/or escalates to other technical resources as appropriate;
- Administers user accounts;
- produces basic reports;
- Transfers computer files between platforms;
- Provides basic troubleshooting, repair and maintenance for computer equipment and may assist with testing computers and peripherals on a network to diagnose, hardware versus software problems;
- Maintains records;





This job description describes the principal purpose and main elements of the job. It is a guide to the nature of the main duties as they currently exist but it is not intended as a wholly comprehensive or permanent schedule of tasks. The post holder is expected to work flexibly and respond positively to changing business needs.

**Qualification/Experience required in achieving this Role:**  
**Minimum Requirements / Qualification**

1. High school graduate or equivalent with data processing training, computer operations training, or experience in a multi-operation system or production control environment preferred.
2. Two or more years of related experience with computers and providing service in a technological environment.
3. May require the knowledge of a variety of hardware as well as software, programming languages, and operation systems.
4. Will be tested on appropriate computer skills as required.

**Last date for submission of Application: 23<sup>rd</sup> May 2018 at 5:00pm**

Email ID for Sending Applications: [vivian.samuels@avesoro.com](mailto:vivian.samuels@avesoro.com)

Hard copies will not be entertained. Only short listed candidates shall be contacted. **MNG Gold follows an equal opportunity policy and actively encourages diversity welcoming applications from all especially women.**

