

## Advertisement – Expression of Interest

Post: **Information Technologist Consultant**

Required: **01**

Contract Period: 1 January 2017 – 31 December 2017

The Maldivian Red Crescent is an independent, voluntary, humanitarian organization, established on the basis of the Maldivian Red Crescent Law [Law 7/2009]. Its primary objective is to provide humanitarian aid, prevent and alleviate human suffering. It will be part of the world's largest humanitarian movement – the International Red Cross and Red Crescent Movement – which every year helps millions of people whose lives have been devastated by crises or conflict.

The Maldivian Red Crescent aims to be **the nation's leading humanitarian organization, with branches and units spanned all over Maldives**. To date it has established 10 branches and 20 units spanning all over Maldives. It recruits members and volunteers, implements programmes and delivers services in adherence to the Fundamental Principles of the International Red Cross and Red Crescent Movement – *Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality* – making no discrimination as to nationality, race, sex, religious beliefs, language, class or political opinions.

### Purpose

The Service provider will provide an IT Specialist to the MRC who will be responsible for the installation, administration, repair and maintenance of IT and telecom equipment and systems of MRC and proper maintenance and administration of computers, computer networks, printers and scanners.

### IT consultant will be responsible for;

1. Maintain local area network to allow computers to access common services.
2. Maintain wireless access to the computer within their network.
3. Troubleshoot any internal Internet connectivity problem and if needed liaise with the service provider if needed.
4. Managing the active directory server.
5. Backup of Server configured on Daily, Weekly and Monthly basis (Weekly change of USB Hard Disk, Monthly change of USB Hard Disk).
6. Normal troubleshooting of LAN and Wireless routers installed in the office premises.
7. Installation and troubleshooting for all the application software in the office premises.
8. Installation, management and troubleshooting of different hardware device drivers.
9. To monitor network performance.
10. To monitor internet performance.
11. Technical advice on IT whenever required.
12. To follow MRC standard and ICT policy and procedures during maintaining IT infrastructure.

Interested parties can email [info@redcrescent.org.mv](mailto:info@redcrescent.org.mv) for the Terms of Reference and can also download it at [www.redcrescent.org.mv](http://www.redcrescent.org.mv)

Interested individuals and companies are advised to submit the letter of interest and work profile, with CV's, and price quotation in sealed envelopes addressed to **Aishath Noora Mohamed, Secretary General of MRC, 01 Floor, M. Orchid Vaadhee, Faredhee Magu, Male'** or email to: [info@redcrescent.org.mv](mailto:info@redcrescent.org.mv)

**The deadline for application is 16:00 hrs on 4 January 2017**