



Fulton Adventist
University College

"Others" | EST 1905

Job Title: IS-IT Support/Web Administrator

Employment Status: Full-time

Institution/Employer: Fulton Adventist University College

Location of work: Fiji

Applications Close Date: 06 May 2022

Fulton Adventist University College is one of the most recognized universities in Fiji as well as other Pacific Island countries. Fulton is aiming to employ highly qualified staff as well as keen and honest workers who can comply with its goal and aim in producing highly specialized and well-educated graduates.

Fulton Adventist University College is seeking to fill the position of **IS-IT Support/Web Administrator**.

The relevant job descriptions for each role outline the essential qualifications and expectations for the successful candidate for the respective positions. To request the job descriptions, or directions for applying, please visit the Fulton Adventist University College website:

<https://www.fulton.ac.fj/vacancy.html>.

The role of the IS-IT Support/Web Administrator is to be responsible for the delivery of secure and reliable IS-IT services for the Institution.

Selection Criteria:

- i. Must be a practicing member of the Seventh day Adventist Church with a strong commitment to its mission and lifestyle. This incorporates an active relationship with Jesus Christ characterized by a deep desire for worship and service to God.
- ii. A Bachelor's degree or higher qualification in IT/IS and or CISCO certified/Computer Science. Post graduate or Masters degree will be highly preferable.
- iii. A record of successful IT-IS experience.
- iv. Have an interest in and enthusiasm for exploring new ideas in educational IT/IS technology.
- v. Have an interest in and aptitude for cross-cultural ministry.
- vi. The ability to organize the maintenance of equipment and to recommend purchases of new equipment and spare parts and to carry out same as requested by administration.
- vii. An ability to train, supervise and hold those in their care to account for their work performance.
- viii. Ability to keep records and inventory of the Institution.

For more information and to apply, please visit <https://www.fulton.ac.fj/vacancy.html>.

The appointing body reserves the right to fill this vacancy at its discretion and close applications early.

This vacancy was written and advertised by the employer listed above.