



Computer Management Assistant (Auckland)

The Embassy of the United States of America in New Zealand invites applications for a full-time Computer Management Assistant position at the Consulate General in Auckland.

If you are a professional who is driven, flexible and enjoy working in a busy environment, then this position is for you! Working in an organization with very low employee turnover, this stable, secure position is a permanent, full-time vacancy. The Computer Management Assistant provides a wide range of hardware, software and other Information Technology (IT) support to six U. S. Foreign Service Officers, 25 Locally Employed Staff (LES), and 3 local guards. S/he reports directly to the Computer Systems Manager, and the section as a whole reports to the Management Officer at the Consulate General.

To be successful in the role you will have a minimum of 2 years of IT/network experience, as an IT support technician, systems analyst or network administrator. The ideal candidate must have a strong technical background in computer support/trouble shooting, and general office experience. In addition to a recent industry recognized IT certification, this technical experience is complemented with two years completion of full-time tertiary studies (or the equivalent hours of study part-time) in computer Science and Information Systems.

You must have a good working knowledge of computer networks and operating systems, in particular the latest workstation and email platforms, Active Directory, and network architecture, Structured Query language (SQL) Server, IIS, SharePoint and network architecture. Expert knowledge of Microsoft Office application is required. You must be able to effectively and efficiently plan and organize work, train others in equipment operations, and maintain a good interpersonal relationship. This position contains some physical elements, such as lifting up to 20kg.

The starting salary for this position is \$48,261 per annum, with some special benefits e.g. both U.S and New Zealand Holidays - a total of 20 days; 8.7% contribution by the employer to employee's retirement.

You must have a current valid work permit to be eligible to apply for this position. All employees of the U.S. Government are required to complete full medical and security background checks.

A copy of the full job description and the "Application for Employment" (DS-174 form) are available at http://newzealand.usembassy.gov/job_opportunities.html

If you meet all the eligibility criteria for this role, please complete and submit your application form, cover letter and CV by email to Wellington.HR@state.gov

Applications close at 5pm on Monday November 26, 2012.

***Note:** Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*