

IT Professional

Economic Policy Research Institute – Williamstown, Massachusetts, USA

The Economic Policy Research Institute (EPRI), a global policy institution based in Cape Town, South Africa that supports government policy-makers to tackle poverty and strengthen pro-poor economic growth and development, has established its global management unit in Williamstown, Massachusetts. EPRI is now recruiting one or more management trainees in the areas of finance, operations, administration, human resources, technology and project management to support the unit. If you have a bachelor's degree (or higher) and enthusiasm to make an extraordinary commitment and effort to grow together with EPRI, then you are invited to apply.

Duties include, but are not limited to:

- Resolving complex computer and networking issues
- Resolving Wi-Fi and connectivity issues
- Resolving computer issues in multiple offices in different countries
- Responding to needs of Directors and office staff

Requirements:

- Bachelor's Degree in Information Technology, Computer Science, or Related Field or equivalent work experience
- Strong understanding of Microsoft Office, Gmail, Dropbox, and Skype
- Experience with LAN, networking, server operations, and remote access
- Ability to resolve complex computer issues and prioritize repair needs
- Peoples person and a team player
- Work accurately and efficiently under pressure
- Must have strong organizational skills, self-discipline, and dedication
- Excellent communication skills
- Positive attitude
- Must be able to use Skype and internet effectively
- Working within a small team that shares a high volume workload
- Ability to work independently

The working day is 08:30-17:30 (Monday to Friday), but as part of this position it is required that you at times work later and be on-call in case of emergencies.

To apply, please submit a completed application consisting of a Cover Letter and Curriculum Vitae to careers@epri.org.za and include the job title in which you are applying to in the subject line.

For more information on EPRI, please visit our website @ <http://www.epri.org.za>