



Ministry of Education

Information Technology and Communication

Intern Program

Purpose

Provide a career pathway for school leavers through information technology capacity development utilizing on the job training, block training workshops and through supervised distance education courses.

Provide first level IT support throughout the education sector.

Increase the number of skilled and qualified IT technicians in the community.

How it will work

The intern will be appointed to the role of trainee support technician. The primary focus is to provide first level IT support for the Ministry of Education, schools and wider education sector.

Interns will be introduced to the role in stages and development will come via observation, training workshops, self study and practical experience. A brief outline of the expected process is as follows.

- Initial Orientation and Training workshop
- Initiate distance study program for National Certificate in Computing
- Build Intern/Technical Officer Mentor relationship
- Progressive on the job skill building
- Regular Training workshops. (practical and theory)
- Hands on support experience
- Attachments to industry for specialized support services
- Supervised and supported study.

What will you learn?

- Desktop Support
- Operating Systems
- Peripheral management
- Networking
- Internet
- Office Software
- Training Program Delivery
- Server Systems

- Server Administration
- Website Design
- Database systems
- Procurement, budgeting and basic accounts
- Customer Service Skills
- And more.....

Commitment Required

- The internship program runs for 2 years.
- Committed to learning and self development
- Excellent customer service skills
- Self motivated with the ability to show initiative.
- Must be a team player
- Ability to travel (National/International) if required.

Program Entitlements

\$12765 Annual Training Stipend

Paid supervised study time

10 Days Annual Leave

10 Days sick leave.

Course fees

Intern conditions of program

At all times present themselves in a professional manner, in line with the expectation and requirements of a Ministry of Education employee.

Complete to a satisfactory level all workshops and training programs as set out by the Ministry of Education.

Complete all course work and assessments required for the National Certificate in Computing.

Repeat any course not passed for the National Certificate in computing at your cost.

Failure to meet with the above obligations will result in;

- Removal from the program
- Repayment of course fees

Still Interested?

If you think you are the right person for this role please complete the application form and submit this along with your CV to the Ministry of Education. Applications close on the 7th of March. Interviews will be completed by the 9th of March and successful candidate notified accordingly.