

## Outline Job Description

Position:	Systems Administrator - Web Applications
Primary Role:	To assist in the administration and management of the EB suite of electronic web-based applications that include customer relationship management, e-learning and group collaboration systems.
Secondary role:	To provide first line administration system support services to customers (internal and external), and second line administration system support services to remote off-site services.
Competencies:	Basic knowledge of HTML, CSS Javascript, JQuery, management of database applications and proven application administration skills.
Reporting to:	Technical Director
General:	The selected applicant is expected to be attentive and diligent, able to work in an organized and structured manner. The selected candidate would need to integrate within a small team of dedicated and motivated developers. He or she would be expected to take a proactive approach to administering systems to meet the requirements of a professional B2B clientele.
Qualifications:	Advanced diploma in IT, 'A' level in computer studies
Work experience:	Ideally, would have worked on development of web based applications
Job flexibility:	This is a full time position. However, if the most appropriate candidate required a reduced hours arrangement (30 hours per week) particularly suitable for a woman returner who would like to re-join the workforce, such a request could be accommodated.
Salary:	Competitive package being offered commensurate with experience and qualifications of selected applicant.

All CV's must be set via email to [office@tcin.com](mailto:office@tcin.com) no later than 11<sup>th</sup> November 2011.