



VACANCY ANNOUNCEMENT

Position: IT Assistant

Job Summary

The IT Assistant will support the effective operation of the school's information and communication technology systems, ensuring reliable access to digital resources for teaching, learning, and administration.

Key Responsibilities

1. Technical Support

- Provide first-line IT support to staff and students.
- Troubleshoot and resolve hardware and software issues.
- Set up and maintain computers, printers, projectors, and other IT equipment.

2. Network & Systems Support

- Assist in maintaining the school's network infrastructure (LAN, Wi-Fi, internet).
- Support user account management and access control.
- Monitor systems and report technical issues.

3. Classroom Support

- Ensure all IT equipment is ready and functional before lessons.
- Support teachers in delivering IT-integrated lessons.
- Assist students with basic IT challenges

4. Software & Platform Management

- Install, configure, and update software applications.
- Support platforms such as Microsoft 365, email systems, and learning tools.
- Assist with password resets and user support.

5. Maintenance & Asset Management

- Perform routine maintenance of IT equipment.
- Maintain an updated inventory of IT assets.
- Report faults, damages, and equipment needs.

6. Cybersecurity & Data Protection

- Promote safe and responsible use of IT within the school.
- Assist in maintaining system security (updates, antivirus, backups).
- Report any security incidents.



7. Administrative Duties

- Maintain records of IT support requests
- Assist in preparing IT reports
- Support school activities such as examinations and presentations

Qualifications & Experience

- Diploma or Certificate in IT, Computer Science, or related field
- Basic knowledge of computer hardware, software, and networking
- Experience with Windows OS and Microsoft Office / Microsoft 365
- Previous experience in a school environment is an added advantage

Method of Application

Interested candidates should submit application letters, curriculum vitae with three (3) traceable referees, copies of educational and professional certificates to the address below before 5:00 p.m. Thursday 30th April, 2026. Applicants sending applications electronically should send attachments in PDF format in one folder to.

The Principal
Mzuzu International Academy
P.O. Box 20165
Luwinga, Mzuzu 2
email to: recruitment@mzuzuacademy.org