



علم و خبر رقم ١٢٧/أد — —

**Arab Resource Collective ARC**  
[www.mawared.org](http://www.mawared.org)

**ARC** is a not-for-profit organization active in human and material resource development in health, education and community development .

**ARC** is seeking and ICT coordinator for immediate employment in its offices in Beirut.

**Job Description**

**JOB TITLE:** ICT Coordinator

**Qualifications:**

- Degree in computer science or related field
- Experience in Network Administration, general computer center troubleshooting and Technical Support, web-mastering and basic desktop publishing
- Perfect knowledge in Windows; knowledge in Unix and Linux OS is a plus
- Perfect knowledge in content management systems (Joomla is a must, and Drupal is a plus)
- DB Administration using MySQL Database; Microsoft Access and Microsoft SQL server is a plus
- Excellent English and Arabic languages writing and verbal skills
- Innovation, contributing with original and practical ideas and solutions to deal with challenging situation and to facilitate work progress
- Fast learner, analytical and practical thinking and skills, keen interest in learning and developing

**Main Tasks:**

**1. Network Administration:**

- Network troubleshooting and monitoring
- Connectivity troubleshooting (Internet, Internal/External Email System)
- Server Administration (PRINT SERVER, INTERNET, FILE SERVER)
- USER POLICIES and Network Trafficking
- Backup officer

## **2. WEBMASTERING:**

- Information organization, graphics development, web engineering, and web production
- WEB Administration Control Panel Management
- Implementing websites needed by the organization
- WEB updates and specific upgrades
- Initiate team members with their individual contributions to the website
- Be able to relay the important information regarding the purpose of the website, the content organization of the website and the specific needs of the beneficiaries.
- Web log files analysis and site maintenance
- Search engine optimization.

## **3. DESKTOP PUBLISHING:**

- Knowledge and experience in basic desktop publishing

## **4. RENUMERATION:**

- Salary based on qualifications.
- NSSF benefits.
- Transportation.
- Possibility to grow within the organization.

- For applying, please send your CV and letter of intent to [arcleb@maward.org](mailto:arcleb@maward.org)
- For more info please call Hiba, 01/742075

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