

## Global Jaya School, Staff Openings for Academic School Year, 2018-19

### Whole School

#### (1) Head of IT, requirements:

- ❖ IT Head is responsible for managing the communications, workstations and servers of the school computer network
- ❖ Set up, manage and maintain school operational and educational systems
- ❖ Responsible for managing a regular IT maintenance programme and resolving failures in Hardware and software
- ❖ Manage and maintain the school website using industry standard website technologies
- ❖ Strong English communication skills (written and spoken)
- ❖ Has experience working in an international school setting
- ❖ Bachelor or Master's Degree in subject matter
- ❖ Positive attitude with willingness to provide the highest level of internal and external customer service works as team player.

### SECONDARY SECTION -

#### (3) Technology / Design Teacher and Coach (Indonesian):

- ❖ Bachelor or master's degree in subject area (IT, Design)
- ❖ TOEIC score 780 plus, good use of English written and speaking
- ❖ Experience in teaching Secondary IB preferred
- ❖ Confident in the use of and teaching peer's technology
- ❖ Ability to work in an international setting
- ❖ Works as a team player.

If you feel that you can meet the qualifications for a position above, please send your complete resume/CV and current colour photograph to: [hrd@globaljaya.com](mailto:hrd@globaljaya.com)

Thank you.