Consulate General of the State of Kuwait

Kuwait Cultural Office

Los Angeles

القنصلية العامة لدولة الكويت

المكتب الثقافي الكويتي

لوس أنجلوس

IT Generalist Job Description

Updated June 11th 2018

The Kuwait Cultural Office Los Angeles, the scholarship division of the Consulate General of the State of Kuwait, is currently seeking IT candidates to join our team. Successful candidates should have previous experience with Systems & Network Administration, Web Application Development and providing technical support.

Responsibilities may include but are not limited to:

- Where necessary, implement software applications to ensure it aligns with office processes, tactical planning, and strategic vision
- Benchmark, analyze report on, and make recommendations for the improvement of the IT infrastructure and IT systems
- Design and implement the database architecture for Office to manage the daily operations
- Implement security procedures, maintenance and backup jobs, server configuration including user permissions and roles
- Monitor server load, capacity management, and performance optimization
- Meet end-users to capture the system scope and parameters, gather, analyze and determine software specifications and requirements, algorithms, technologies, programming style, front-end developments and testing
- Design and implement the front end and the GUI of the office management systems
- Implement procedures to migrate data from current system. The procedures include data cleansing, verification, integrity and consistency pre and post deployment.
- Implement and enforce procedures to ensure smooth transitioning from current to new systems. The procedures include training, job distribution, supervision on the post deployment operations and providing technical support
- Install, configure, and maintain Windows servers including DHCP, WINS, DNS, print, and file servers
- Implement and enforce company policies regarding network security, SMTP issues, firewalls, backup/recovery, domain policy, disaster and recovery plans
- Evaluate and recommend hardware equipment and software applications
- Provide troubleshooting and technical support to all office computers and their users

Requirements:

- Proficiency in JavaScript, C#, SQL Server or MySQL, HTML, CSS

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- Experience with Google App Scripts
- Experience with Windows Server (2008 R2, 2012 R2, 2016) and PowerShell
- Experience managing Active Directory, SCCM, Hyper-V, iSCSI
- Experience with configuring Win 7, Win 10 OS
- Experience with MS Office 365
- General Knowledge of PC Hardware and Components
- Bachelor's Degree is required.
- Demonstrated ability to communicate patiently, sensitively, and effectively in cross-cultural scenarios.
- Must have 3-4 years work experience
- Proven track record in customer service
- Excellent communication skills, both written and oral
- Demonstrated experience as part of a team and service-oriented work environment
- Preference will be given to candidates living in Los Angeles area.
- Applicants must be authorized to work in the U.S.

Preferred:
- Experience with SonicWall Security Platform
- Experience with Avaya IP Office
- Experience with QuickBooks Enterprise
- Experience with Mobile Application Development
- Experience with AngularJS and/or React Native
- Theoretical and operational knowledge of university policies and procedures

Please send your resume, cover letter, and list of references to
jobs@kuwaitculturela.org.