



GHANA ACADEMY OF ARTS AND SCIENCES

Ghana's premier learned society

VACANCY FOR ICT & MULTIMEDIA SUPPORT OFFICER

Job Description:

The ICT & Multimedia Support Officer will assist Staff and Principal Officers in using all forms of ICT and other Multimedia equipment in the Secretariat

Qualifications and Skills Required

1. Bachelor's degree in Audiovisual System Engineering, Computer Science, Creative or Multimedia Studies or related field
2. Must have at least four years of relevant experience
3. Excellent written and verbal communication skills
4. Good interpersonal skills
5. Attention to detail and excellent technical skills
6. Good problem-solving skills
7. Microsoft Office Suite software skills
8. Ability to operate, maintain, troubleshoot, and repair studio sound and lighting equipment
9. Ability to assemble and operate Voice to Text software
10. Ability to operate and maintain audio, video, and multimedia reproduction equipment
11. Strong skills in graphics, photo-imaging, operating systems, video creation and editing, office productivity software, webpage creation and editing software
12. Strong knowledge of video camera functionality
13. Ability to differentiate between various audio, video, computer and network cables and connectors
14. Must provide professional portfolio including at least three best work samples and digital communications products, if selected for interview

Key Responsibilities and Tasks:

- Assist Staff and Principal Officers in using all forms of ICT and other Multimedia equipment in the Secretariat
- Install and maintain the Academy's computer systems and network
- Install, adjust, and operate audio, video, and related equipment to record, edit and transmit video conferences and multimedia presentations
- Conduct daily backup operations, diagnose, repair, or recommend for repair and maintain hardware and software components to ensure the smooth running of computers and audio-visual systems
- Set up computer equipment for users, performing and ensuring proper installation of cables, operating systems and appropriate software
- Provide technical assistance and support to users, investigate and resolve their hardware and software problems, and train them in the proper use of hardware or software
- Establish cordial relationships with personnel in all departments
- Perform any other duty assigned by the Executive Secretary

ALL APPLICATIONS SHOULD BE ADDRESSED AND EMAILED TO THE

HONORARY SECRETARY:

vacancies@gaas-gh.org

NB: ONLY SHORTLISTED APPLICANTS SHALL BE CONTACTED

CLOSING DATE: 17 SEPTEMBER, 2021