THE PAPUA NEW GUINEA UNIVERSITY OF TECHNOLOGY

Applications are invited from suitably qualified candidates for the position of Assistant Technical Officer within the School of Mathematics & Computer Science.

SCHOOL OF MATHEMATICS & COMPUTER SCIENCE

Laboratory Assistant I/II

Are you an organized and detailed assistant technical-oriented professional looking for an exciting career in the technical field? The Papua New Guinea University of Technology is seeking a dedicated **Laboratory Assistant** to support the Technical Officer in the School of Mathematics & Computer Science.

Primary Responsibilities

- Assist with technical support to internal teams
- Overseeing user support using a helpdesk system
- Cleaning of technical equipment
- Excellent troubleshooting and problem-solving skills
- Strong communication skills and ability to explain complex concepts in a technical way
- Collaborate with internal teams on software and hardware performance
- Assist in Training users in the use of new equipment or software
- Comply with company policies and best practice
- Assist with technical support to our staff in terms of troubleshooting hardware, software, and network issues.

Qualification & Experience

- A candidate must possess a Diploma or higher in IT from a recognized institution.
- Must have more than 2 years expertise in IT system
- Proven work experience as a technical specialist or similar role
- Excellent knowledge with system installation, configuration and analysis
- Strong knowledge of computer systems, hardware and networks

Required Skills & Attributes

- Must be a team player and outspoken
- Highly organized and able to work independently
- Must be a critical thinker and problem solver
- Must possess an attitude of can do.
- Must be a deadline-driven professional who can work under pressure

Conditions of Service

Laboratory Assistant I/II.   PGK17,826 – K 24,403 per annum

(Level of appointment depends upon qualification and experience)

Application Procedure

Detailed application with curriculum vitae including certified copies of qualifications, names and addresses including email addresses, phone numbers of three (3) current referees including one from past/present employer, if any, should be sent to the address below:

The Executive Director - Human Resources

PNG University of Technology

Private Mail Bag

Lae, 411

Papua New Guinea

Applications must be compiled and sent as one PDF file to recruitment@pnguot.ac.pg with an indication of their earliest availability to take up the appointment.

PLEASE NOTE

- Deadline for all applications is **30th of April, 2025.**
- Only shortlisted applications will be acknowledged.