



C&WJ Co-operative Credit Union Limited is the 4<sup>th</sup> largest Credit Union in Jamaica and operates islandwide from 5 main branch offices; Half Way Tree, East Parade, Mandeville, Montego Bay and St. Ann's Bay.

The expansion of our bond to include employees of corporate subscribers of telecommunication services has created the potential for significant growth in our business.

The Credit Union now wishes to recruit persons to fill the following position to assist in this business growth :

### **INFORMATION TECHNOLOGY OFFICER**

The successful candidate should understand the role of IT in business process development and will ensure that the Credit Union's IT system supports the achievement of its strategic objectives.

The IT Officer will be responsible for:

- Managing and maintaining a Microsoft Windows Server 2003 network infrastructure
- Implementing and managing a Microsoft Exchange Server 2003.
- Maintaining and administering the Credit Union's main banking application system (RIBS)
- Designing and managing appropriate security systems for equipment, accounts and data
- Configuring and managing Microsoft SharePoint Services (Intranet).
- Providing technical support to users.
- Installing and administering Microsoft Windows® XP Professional and Microsoft Office.
- Configuring and troubleshooting all related hardware and software.
- Administering, modifying and maintaining the Local Area Network.
- Updating and maintaining the Credit Union's website.

Ideally the candidate should have:

- A Bachelor of Science degree in Computer Science or a related discipline
- At least two years practical experience with a minimum of one year in a financial end user support environment
- Knowledge and experience with OS/400, Windows Operating Systems and HTML
- Knowledge and experience with Crystal reports and SQL expressions
- Basic knowledge of UnixWare or Unix Operating system

Applications should be sent no later than Friday, May 9, 2008 to:

**Human Resources & Administration Manager**

C&WJ Co-operative Credit Union Limited  
51 Half Way Tree Road  
Kingston 10  
or  
[hrmanager@cwjcu.com](mailto:hrmanager@cwjcu.com)

We thank all applicants for their interest, but only those who have been short-listed will be contacted for an interview.