**Internews Network in Kazakhstan**

**Job Description**

**Title:** IT Specialist

**Contract's start/end date:** March 17 or 26, 2025 – September 30, 2025

**LoE (expected level of effort): 25-30%**

**Very short summary of the JD:** IT Specialist is responsible for overseeing the daily operations and administration of the overall IT Infrastructure in the local office. The IT Specialist performs a wide variety of technical duties which include installation, modification, documentation, maintenance, problem diagnosis, and repair of all hardware and software systems used in the local office.

**Among other responsibilities are:** provide services to technical condition of all equipment, facilities and accessories to them; maintain the smooth operation of the Internet and e-mail address; perform regular file archival; ensure all required file systems and system data are successfully backed up to the appropriate location (hardware); implementation of the protection of corporate networks from outside access; keeping equipment in good conditions and take measures on their repair on time; providing inventory and control over computer equipment; providing administrative support to all program and administrative units; providing organizational support for program activities and inventory issues.