

# POST OF IT ASSISTANT

The Bandaranaike International Diplomatic Training Institute (BIDTI), which is the training institute of the Ministry of Foreign Relations is seeking a suitable person for the post of IT Assistant. He should be able to maintain and upgrade the web site and social media accounts of the institute, troubleshoot and maintain the network, PC/ Server, Hardware & Software, maintain the audio library, etc.

Designing visual content for the BIDTI publications (knowledge of Adobe Design software, especially Photoshop, Illustrator and InDesign is preferred)

**The applicant should possess following qualifications:**

- Diploma or equivalent qualification in computer software/ hardware from recognized Institution.
- GCE O/L with credit pass for English.
- At least 02 years' experience in computer hardware/ networking & systems.
- Ability to work independently in English Language.
- Looking for a male preferably below 40 years of age.

---

Please submit your CV, to [info@gmail.com](mailto:info@gmail.com)

**Contact: 0112 682 111**