



**FOUNDATION FOR RESEARCH,  
EDUCATION & EMPOWERMENT**

# VACANCY

## **POSITION: IT PROFESSIONAL** **DUTIES & RESPONSABILITY**

- Provide technical support to staff and stakeholders.
- Diagnose and resolve hardware, software, and network issues.
- Maintain system performance, ensuring minimal downtime.
- Network & System Management
- Install, configure, and maintain servers, networks, and computer systems.
- Ensure data security, backups, and disaster recovery plans are in place.
- Manage firewalls, VPNs, and endpoint protection.
- Software & Application Management
- Manage the installation, configuration, and updates of essential software.
- Support the development and maintenance of the organization's website, databases, and internal platforms.

### **Data Management & Security**

- Ensure data protection policies are followed.
- Manage user permissions and access controls.
- Conduct regular system audits and security assessments.

### **Training & Support**

- Conduct IT training sessions for staff to improve digital literacy.
- Develop user guides and documentation for commonly used systems.

### **Procurement & Asset Management**

- Manage IT inventory, ensuring hardware and software are up to date.
- Coordinate with vendors for purchasing and maintenance.
- Ensure IT systems align with industry standards and data protection laws.
- Develop and enforce IT-related policies.

**DEADLINE:**  
May 14, 2025

**APPLY TODAY**

Send Curriculum Vitae to: [vacancy@free.org.lr](mailto:vacancy@free.org.lr)



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