

JOB VACANCY

A reputable company invites applications from qualified, competent, and suitably experienced professionals to fill the following positions:

INFORMATION TECHNOLOGY PERSONNEL

Key responsibility

- Maintain and troubleshoot computers, printers, networks, and other IT equipment.
- Diagnose and resolve hardware and software-related issues.
- Install, configure, and maintain computer systems and software.
- Provide timely technical support to staff and ensure smooth day-to-day IT operations.
- Maintain basic network and internet connectivity.
- Design, update, and maintain the company's website.
- Support other IT-related projects and activities as required.

Qualification & experience

- Relevant qualification in Information Technology, Computer Science, or a related field.
- Minimum of **3 years' relevant experience in IT support**.
- Practical experience in web design and website maintenance.
- Good knowledge of computer hardware, software, and networking.

Key competencies

- Strong troubleshooting and problem-solving abilities.
- Ability to work independently and take initiative.
- Good communication and interpersonal skills.
- Ability to provide timely and effective technical support.
- Reliable, proactive, hardworking, and customer-service oriented.

How to apply

Interested and qualified candidates should submit their application letter, updated CV, and copies of relevant certificates to:

The Human Resource Manager

P.O. Box MP 4655

Accra

email: info@adikanfoghana.com

Application Deadline: 9th October, 2026

Only shortlisted candidates will be contacted