

IT Intern Vacancy Announcement

Job Title: IT Intern

Location: Honeyguide Foundation

Department: Finance and Administration

Duration: 6 months

Reports To: IT Administrator

Honeyguide is seeking applications for the IT Intern position. This is an excellent opportunity for individuals seeking hands-on experience in IT support, troubleshooting, and system administration. The ideal candidate will assist in maintaining the organization's IT infrastructure and providing technical support to employees.

Key Responsibilities:

- ✓ Assist in troubleshooting hardware, software, and network-related issues.
- ✓ Install, configure, and update software and operating systems.
- ✓ Provide technical support to end-users.
- ✓ Maintain IT documentation, including inventory, user guides, and troubleshooting steps.
- ✓ Assist in setting up and managing IT equipment (computers, printers, routers, etc.).
- ✓ Monitor system performance and report security vulnerabilities.
- ✓ Participate in IT projects, such as system upgrades and cloud migrations.
- ✓ Learn and apply best practices in cybersecurity and data protection.

Requirements:

- ✓ Currently pursuing or recently completed a degree in Information Technology, Computer Science, or a related field.
- ✓ Basic understanding of operating systems (Windows).
- ✓ Knowledge of networking fundamentals (IP addressing, DHCP, DNS, etc.).
- ✓ Familiarity with troubleshooting hardware and software issues.
- ✓ Strong problem-solving skills and attention to detail.
- ✓ Ability to work independently and in a team environment.
- ✓ Excellent communication skills.

Preferred Qualifications:

- ✓ Experience with Microsoft Office Suite and Google Workspace.
- ✓ Basic scripting knowledge (Python, PowerShell, Bash) is a plus.
- ✓ Familiarity with cloud platforms (Google Cloud) is an advantage.

Internship Benefits:

- ✓ Hands-on experience in IT support and system administration.
- ✓ Opportunity to work on real-world IT projects.
- ✓ Potential for full-time employment based on performance.

How to apply

IMPORTANT: Interested candidates should email their applications to intern@honeyguide.org with **IT Intern** in the subject line.

Please include your CV and a cover letter. Do not send certificates at this stage.

Deadline for submission: February 28, 2025.