

BARBADOS WATER AUTHORITY



VACANCY NOTICE

COMPUTER OPERATOR

Applications are invited from suitably qualified persons to fill the vacant post of **Computer Operator**, Information Systems Department.

The Computer Operator will report to the Operations Supervisor or her designate.

DUTIES AND RESPONSIBILITIES

- ❖ Monitoring IT systems, ensuring that they are running securely and efficiently, and maintaining performance and maintenance logs.
- ❖ Logging and following up on IT issues and requests, and documenting solutions.
- ❖ Performing and monitoring backup and restore jobs, and assisting with disaster recovery operations as required.
- ❖ Setting up computer equipment and installing and updating hardware and software.
- ❖ Providing technical support for users.
- ❖ Maintaining an IT asset database and printer supply inventory.
- ❖ Any other related duties as assigned by the Supervisor, Computer Operations or her designate.

QUALIFICATION

An Associate Degree in Computer Science.

KNOWLEDGE/SKILLS REQUIRED

- ❖ A strong understanding of computer functions, hardware, software, and peripherals is essential.
- ❖ Good analytical and problem solving skills to identify and resolve causes of systems problems;
- ❖ Good time management skills ensure that work orders are completed on time.
- ❖ The ability to learn new procedures, work with minimal supervision, and work in a fast-paced environment.
- ❖ Three (3) to six (6) months of on-the-job experience with BWA to become familiar with all computer operations and to demonstrate job competence.

SALARY

The successful candidate will receive an attractive salary and benefits package based on their qualifications and experience.

Applications with full curriculum details should be emailed to HR@bwa.gov.bb or addressed to:

The Director of Human Resources Management and Development
Barbados Water Authority,
Pine Commercial Estate,
The Pine, St Michael

The closing date for receipt of application is **Friday, March 20th, 2026.**

Unsuitable applications will not be acknowledged, and only shortlisted candidates will be contacted.