JOBS in ICT

)information and communications technology تكنولوجيا المعلومات والاتصالات(

DTP operator / artist   فنان/عامل نشر مكتبي

Required for a leading financial company

We are looking for a bright for a bright, competent مؤهل/كفء QuarkXPress operator with at least three years' experience in design and layout شكل / مخطط .

Skills in Photoshop, Freehand برنامج رسوميات ثنائية الأبعاد

or Illustrator برنامج تصميم رسوم موجهة و شعارات **an advantage**ميزة.

Ability to work in a team and to tight deadlines مهم is vital بزمن/موعد نهائي ضيق.

Please apply in writing with <u>CV</u> and samples of <u>your own work</u> من عملك/صنعك الشخصي/الخاص to Tom Parker, Production manager مدير الانتاج, Stockton Street, London EC1A 4WW or:

DIGITUM-UK

Senior programmer مبرمج قديم/رفيع المستوى/قدير required by DIGITUM-UK, a leading supplier of business systems to insurance industryمورد رائد لنظم الأعمال التجارية لصناعة التأمين.

You will be able to work on the full range of software development activities- analysis, design, coding, testing, debugging علاج الأخطاء البرمجية and implementation التنفيذ.

At least two years' experience of **COBO**L (common business-oriented language اللغة الشائعة الاستخدام في الأعمال التجارية غرضية التوجه)

or **C++** (C object-oriented programming language لغة برمجة كائنية التوجه) is necessary.

As we are active in Europe, fluency in French, Italian or another European language is desirable.

Don't miss this opportunity to learn new skills and develop your career.

Send your CV (curriculum vitae السيرة الذاتية- كلمة لاتينية) to CHRIS SCOTT , PERSONELL MANAGERرئيس شؤون العاملين, DIGITUM-UK, 75 PARKSHILL STREET, LONDON SW14 3DE

You can visit our website at يمكنك زيارة موقعنا على www.digitum-uk.com

A letter of application

Read the letter of application from Sarah Brown, fill in the spaces with the right choice and answer the questions below:

Dear Mr. Scott,

I am writing to apply for the position of Senior Programmer, <u>which</u> was advertised on 28th march in The Times.

I graduated in May 2002 and did a work placement دورة تدريبية على العمل with British Gas as part of my degree. Before taking my present job I worked for a year with NCR (national cash register النقد الوطنية/آلة الكاشير شركة).

I stayed in this job ……………………… March 2004.

……………… The last three years I have been working as a software engineer for Intelligent Software البرمجيات الذكية.

I have designed four programs in COBOL for commercial use, and …………. January I have been writing programs in C (programing language) for use in large retail chains سلاسل /شبكات تجار التجزئة. These have been very successful and we have won several new contracts in the UK and Europe on the strength of my team's success.

Two years ……………. I spent three months in Spain testing our programs and also made several visits to Italy, so I have a basic knowledge of Spanish and Italian. I now feel ready for more responsibility and more challenging work،عمل يثير التحدي / صعب and would welcome the opportunity to learn about a new industry.

I enclose my curriculum vitae. I will be available for an interview at any time.

I look forward to hearing from

 you.

Yours sincerely

Sarah Brown

تقنيات حاسوب سنة ثانية – تخصصي ٢ – محاضرة سادسة – أ. امرؤ القيس

1- Which job is Sarah Brown applying for?

2- Where did she see the advertisement?

3- How long has she been working as a software engineer?

4- What types of programs has she written?

5- When did she spend three months is Spain?

Exercises

Complete these definitions with jobs from the box

Software engineer - computer security specialist - blog administrator مسؤول المدونة الإداري - help desk
مهندس أجهزة حاسوب hardware engineer – DTP operator – فني مكتب التعليمات/الاستعلامات/ المساعدة/الدعم technician
مهندس مواقع/ مصمم موقع انترنت/مصمم الصفحات الالكترونية webmaster - مدير شبكة network administrator

1- A (……………………….) designs and develops IT devices.

2- A (……………………….) writes computer programs.

3- A (……………………….) edits and deletes postsمشاركات made by contributors to a blog.

4- A (……………………….) uses page layout software to prepare electronic files for publication.

5- A (……………………….) manages the hardware and software that comprise تشمل a network.

6- A (…………………….) designs and maintains websites.

7- A (…………………….) works with companies to build secure computer systems.

8- A (…………………….) helps end-usersالمستهلكين/المستخدمين النهائيين with their computer problems in personشخصيا/وجها لوجه, by email or over the phone.