

JOB DESCRIPTION

CONTRACTUAL POSITION

**JOB TITLE: INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)
TECHNICAL OFFICER**

JOB SUMMARY:

The incumbent is required to provide technical support in the operations and maintenance of the ICT infrastructure of the Ministry/Department under the guidance and direction of a supervisor. Duties include: installation and support of personal computers and related software; monitoring the operations of the Ministry/Department's IT and networking infrastructure; assisting with the installation of computer and networking infrastructure; and responding to and addressing IT incident reports and requests for help.

REPORTS TO:	Designated Specialist
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SUPERVISION GIVEN TO:	N/A
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DUTIES AND RESPONSIBILITIES:

- Installs or removes hardware and/or software, using defined installation instructions and tools; tests and corrects malfunctions, and documents results in accordance with procedure; provides assistance to users in accordance with agreed procedures; and updates related maintenance and configuration records.
- Treats with security breaches of or security attacks on IT system/personal computer to limit damage in accordance with the Ministry/Department's security policy; and applies security controls to personal computers and related components.
- Monitors and logs the actual ICT services provided to users, against that required by service level agreements, and liaises with supervisors in the resolution of any breaches.
- Assists professional staff with the release and deployment of changes and updates to the live IT environment, records activities and results; and assists with early support activities such as providing support advice to users.
- Investigates and acts on minor security breaches with the IT infrastructure, takes defined corrective action, and updates relevant security records and documentation in accordance with established procedures.
- Carries out agreed operational procedures of a routine nature; and contributes to maintenance, installation and problem resolution for the IT and networking infrastructure of the organisation.
- Assists with the performance of regular backups and restores, and trucks offsite storage, according to agreed operational procedures.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

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| KNOWLEDGE: | <ul style="list-style-type: none">• Knowledge of defined components of IT and networking infrastructure.• Some knowledge of principles, tools and techniques required for the management and control of ICT within a government based or business organization.• Some knowledge of project management tools and techniques. |
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SKILLS AND ABILITIES :

- Ability to install/remove hardware and software.
- Ability to recognize and correct IT security breaches.
- Ability to communicate effectively both orally and in writing.
- Ability of operate as part of a team.
- Ability to establish and maintain effective working relationships with colleagues.
- Ability to interact positively with members of the public and external stakeholders.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of three (3) years relevant technical experience.
- Training as evidenced by the possession of a recognized Associate Degree or Diploma in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering or a related area.