

Post: IT Administrator

- Qualifications:**
- A. A degree in Computer Science, Information Systems or Information Technology from a recognised institution or an equivalent qualification acceptable to the Council of the Institute of Technical Education and Technology
 - B. Candidates should:
 - (i) reckon at least two years' post-qualification experience in systems analysis database design and operation of multi-user systems;
 - (ii) possess good interpersonal and communication skills; and
 - (iii) possess good organizing and supervisory skills.

Candidates should produce written evidence of experience/knowledge claimed.

- Duties:**
- 1. To set up and configure all computer systems.
 - 2. To configure and maintain operating systems.
 - 3. To perform:
 - (i) software application maintenance;
 - (ii) network, systems and database administration and to set up manage users, groups and roles; and
 - (iii) system study and analysis and to prepare feasibility reports and functional specifications.
 - 4. To commission, set up and configure computer systems and assist in infrastructure deployment and site preparation
 - 5. To test, validate and accept applications developed by software developers and liaise with external service providers.
 - 6. To design, develop, maintain, implement and deploy IT systems and train end-users thereon.
 - 7. To take preventive measures to ensure capacity and availability of storage and computing systems, and monitor performance to ensure optimum efficiency.
 - 8. To design and maintain web pages.
 - 9. To advise on the planning and procurement of all computer consumables required and in the management of associate stock.

10. To organize training on IT systems for the staff of the Institute of Technical Education and Technology

11. To plan, coordinate and perform quality assurance on computer systems.

12. To implement security measures to safeguard IT systems from threats and ensure business continuity in collaboration with relevant stakeholders.

13. To develop and ensure compliance with ICT standards, guidelines and methodologies.

14. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the IT Administrator in the roles ascribed to him.

Salary:(Negotiable based on qualification and proven work experience)

Minimum /Starting point Rs31,525 (within range Rs31,525 --69,800)