

Post: Technical Assistant (ICT)

Qualifications: A. A Diploma in Information Technology from a recognized institution or an equivalent qualification acceptable to the Council of the Institute of Technical Education and Technology.

B. Candidates should:

- (i) reckon at least three years' experience in trouble shooting, maintenance and repair of ICT Infrastructure;
- (ii) possess good organizing, interpersonal and communication skills; and
- (iii) have the ability to work under pressure and in a multi-disciplinary team

Candidates should produce written evidence of experience/knowledge claimed.

Duties:

1. To be responsible for:
 - (a) the maintenance, repair and administering of the ICT equipment including all related peripherals;
 - (b) the scheduling hardware and software for use in different classes and the computer laboratory;
 - (c) the detection and elimination of viruses using appropriate tools; and
 - (d) setting up of ICT equipment and load relevant software.
2. To provide general support, technical guidance and simple training on the proper use and maintenance of ICT equipment to staff and students.
3. To devise appropriate systems of security in relation to hardware and software.
4. To advise on the purchase of spare parts for ICT equipment.
5. To ensure the general cleanliness of the computer laboratory and the general care of equipment and furniture.
6. To maintain and repair all electrical/electronic teaching aids.
7. To liaise with suppliers for repairs and/or maintenance of ICT equipment.
8. To keep inventories, effect regular stock verifications of ICT equipment and liaise with procurement section for adequate stock of consumables.
9. To troubleshoot network errors and resolve simple network issues.

10.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 Technical Assistant (ICT) in the roles ascribed to him.

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

Minimum /Starting point Rs21,850 (within range Rs21,850 --47,675)

