

A. ICT Officer - Terms of Reference

- Plan, design, develop and launch effective information systems and operation systems in support of core organizational functions.
- Provide technical assistance to units/Division for data compilation and analysis report.
- Responsible for management/maintenance of the computing unit, database and other peripherals.
- Ensure that the security of the data and systems are not compromised and maintain periodic backup of databases and files.
- Provide computer/networking related hardware and software troubleshooting services.
- Coordinate in researches and development of new approaches to data base design and analytic methods.
- Secure system by developing system access, monitoring control, and evaluation; establish and test disaster recovery policies and procedures; complete back-ups.
- Upgrade system by developing, testing, evaluating, and installing enhancements and new software.
- Ensure the stable operation of the in-house computer network. This includes planning, developing, installing, configuring, maintaining, supporting and optimizing all network hardware, software and communication links.
- Monitor database system details within the database, including stored procedures and execution time, and implement efficiency improvements.
- Conduct research and make recommendations on database products, services, protocols, and standards in support of procurement and development efforts.
- Coordinate and Perform day-to-day administration of the organization's web portfolio.
- Any other Task Assigned by the Supervisor/Management.

A. Education Qualification:

- Minimum qualification B.Sc Computer science/Computer Applications.
- Relevant prior work experience shall be given preference.

B. Personal Specification, Attribute & Competencies:

- Good communication skills & Office Management.

C. Remuneration & other benefits

1. Company's grade – VIII (8)
2. Position Level – P5
3. Pay Scale – 20230-505-30330.
4. Monthly Pay Fixation shall be negotiable based on experience
5. 20% House Rent allowance (HRA) of the monthly basic pay,
6. Other allowance & benefits will be admissible as per ISRR.

E. Employment Type

1. Regular
2. Candidate will be initially placed under probation period of six months.
3. During probation period employee will be placed one grade lower. Only after successful completion of the period, he/she shall be paid at the actual grade level.

F. Other Requirements:

1. Bio Application Form (download from [www.....](#))
2. Curriculum Vitae (CV)
3. Copies of:
 - a. Academic Transcripts (Cl. X, XII and Degree)
 - b. Valid copy Security Clearance Certificate
 - c. Valid copy Medical Fitness Certificate
 - d. copy Citizenship Identity Card (CID), and
 - e. No Objection Certificate, if Employed
 - f. Merit Certificates