

1. IT Support Officer

Salary : Rs 19575 x 475 - 21950 x 625 - 23200 x 775 - 32500 x 925 - 37125 x 1225 - 40800 x 1525 - 42325

Qualifications :

- A. Diploma in Information and Communication Technology from a recognized institution or any equivalent qualification acceptable to the Beach Authority.
- B. Candidates should also reckon at least 3 years post qualification experience in the field of Information technology, including database/systems/network administration.

Candidates should produce written evidence of knowledge claimed.

Role and Responsibility : To ensure the proper functioning of the IT system for the licensing, procurement, registry and complaints unit.

Duties:

- 1. To implement support and maintain the IT system of the Beach Authority.
- 2. To develop small computer programmes for end users.
- 3. To implement security measures to safeguard IT systems from threats.
- 4. To ensure compliance with ICT standards, guidelines and methodologies.
- 5. To be responsible for the updating and maintenance of the website of the Beach Authority.

6. To be responsible for: -
 - a. the day to day running of the IT section and the coordination of all activities of our department/section;
 - b. the database, system and network administration and management.
 - c. the Control and management of the authority website, and
 - d. the provision of appropriate training to the employees of the authority.
7. To assess the hardware and software requirement of the authority.
8. To liaise with consulting firms dealing with the Computer system of the authority.
9. To prepare specification for acquisition of hardware and software and analyse and evaluate proposals for suppliers;
10. To perform database and systems administration as well as network administration and management.
11. To administer and track problems on database and servers;
12. To conduct analysis of user needs for development of application software;
13. To perform quality assurance on computer systems;
14. To provide expert technical guidance and advice regarding management of data networks, desktops, database and network technologies;
15. To identify IT training needs, co-ordinate training activities as well as provide training
16. To supervise officers working in the IT section;
17. To create backup and recovery procedures to protect data in the event of disaster.

- 18. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from IT Support Officer in the roles ascribed to him.**