

## **INFORMATION COMMUNICATION TECHNOLOGY OFFICER II, JOB GRADE VDS 7**

This is the entry and training grade of this cadre. The officer will be responsible to the Chief Information Communication Technology in carrying out the following functions: -

### **(a) Job description**

- i. Performing system backups and recovery
- ii. Conducting server builds
- iii. Participating in preparation of specifications for various telecommunication equipment and systems
- iv. Monitoring operating system software and servers
- v. Participating in the implementation of the computer systems
- vi. Providing user support, including training users; and
- vii. Performing technical, systems and user documentation tasks.
- viii. Test and evaluate all new technology e.g., database systems.
- ix. Conduct electrical safety checks on computer equipment
- x. Enhance office IT system through appropriate upgrades and advise on changes or improvements required
- xi. Help install and support of all ICT hardware and software; and
- xii. Provide overall administrative support to Kenya Vision 2030 Delivery Secretariat.

### **(b) Job Specifications**

- i. Bachelor's degree in any of the following disciplines: - Information Communication Technology, Computer Engineering, Computer Science, Business Information Technology, or equivalent qualification from a recognized institution.
- ii. Demonstrated a high level of professional competence and outstanding management qualities in computerized information systems.
- iii. Excellent organizational skills and ability to work in fast-paced environment.
- iv. Ability to prioritize and manage multiple tasks simultaneously; and
- v. Excellent communication skills.