

## **SCHEME OF SERVICE**

**Organisation:** Land Drainage Authority

**Post:** ICT Technician

**Salary:** Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675 (LDA 6)

**Qualifications:**

A. A diploma in Computer Science or Computer Engineering or Information Technology or Information Systems from a recognised institution or an equivalent qualification acceptable to the Board of the Land Drainage Authority.

B. Candidates should-

(i) reckon at least two years' post-qualification experience in trouble shooting, maintenance and repair of IT infrastructure;

(ii) possess good organising skills

(iii) possess good interpersonal and communication skills; and

(iv) be computer literate.

Candidates should produce written evidence of any experience/knowledge claimed.

**Duties:** To be responsible to the Director, through the Assistant Director, for –

(a) implementing support and maintaining the IT system at the Land Drainage Authority.

(b) performing:-

(i) database and server administration; and

(ii) network administration and management.

(c) setting up and configuring all computer systems.

(d) installing and maintaining software programmes.

(e) developing small computer programmes for end-users;

(f) the security and back-up of files.

(g) ensuring -

- (i) adequate stock of computer supplies;
- (ii) maintenance and repairs of IT equipment;
- (iii) and implementing proper security measures to all computer systems; and
- (iv) compliance with ICT standards, guidelines and methodologies.

(h) maintaining and updating website and intranet system.

(i) advising on the purchase of spare parts and assisting in procurement of computer hardware and software.

(j) training end-users; and

(k) preparing reports in connection with ICT issues.

12. performing such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the ICT Technician in the roles ascribed to him.

**Note:**

**The ICT Technician may be required to work outside normal working hours, including Saturdays, Sundays, Public Holidays, during cyclonic periods and natural calamities.**

**Certified Correct**

**Officer-in -Charge**