



NATIONAL DRAINAGE AND IRRIGATION AUTHORITY

JOB DESCRIPTION

POSITION: IT TECHNICIAN

REPORTING TO: IT SUPPORT OFFICER

BAND: 3

The job holder will be responsible for the installation and maintenance of computer systems and networks aiming for the highest performance.

Key duties and Responsibilities

- Assists in setting up computers and necessary peripheral devices (routers, printers etc)
- Makes periodic checks of computer hardware (mouse, keyboards etc) to ensure functionality:
- Installs and configures appropriate software and functions according to specifications
- Develops and maintains local networks in ways that optimize performance
- Performs troubleshooting to diagnose and resolve problems (repairs or replace parts, debugging etc)

Requirements

-Diploma in Computer Science with a minimum of two (2) years' experience in the field

Or

-CompTIAA+& Networking plus a minimum of three (3) years' experience in the field

Must be computer literate in the use of MS Word, Excel and Accounting Software

Supervisory Responsibility

This job holder will not be required to supervise the minimum of three persons.

Work Environment

While performing the duties of this job, the employee regularly works in an field and office setting.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Thursday, 8:00 a.m. to 4:30 p.m and Fridays from, 8:00 a.m. to 3:30 p.m respectively.

*Prepared by: Ms. J Blackman
Senior Human Resource Officer*

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