



SCHEME OF SERVICE

- Organisation:** Tourism Authority
- Post:** IT Officer
- Salary:** Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1,575 – 49250 x 1650 – 54200 x 1700 - 62700 (TA 21)
- Qualifications:**
- A: A degree in Computer Science or Computer Engineering or Information Systems or Information Technology from a recognised institution or an equivalent qualification acceptable to the Board.
- B. Candidates should -
- (i) reckon at least one year's post-qualification experience in the field of Information and Communication Technology;
 - (ii) possess good communication, interpersonal and organising skills; and
 - (iii) have the ability to exercise initiative and sound judgement.

Candidates should produce written evidence of experience claimed

Duties:

1. To be responsible to the Manager IT for –
 - a) the smooth running of the LAN; and
 - b) the maintenance and repairs of the server(s) of the Authority.
2. To assist in the management of the computer systems including the security aspects.
3. To assist in database/network administration and management.
4. To assist in the preparation of the specifications for acquisition of hardware and software and analyse and evaluate proposals from suppliers.
5. To assist in providing appropriate training and supervising officers working on the system.
6. To assist in the day-to-day running of the IT Section.
7. To perform back-up and recovery as and when required.
8. To update and improve the Authority's Website in line with public expectations and development trends.
9. To perform such other duties related to the main duties listed above or related to the delivery of the output and results expected from the IT Officer in the roles ascribed to him

Note 1:

The IT Officer will be required to work outside normal working hours including Saturdays, Sunday and Public Holidays, as and when required.

Note 2:

'In case of a force majeure/public emergency, the IT Officer is required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system'

