

SCHEME OF SERVICE

Post : IT Officer/Systems Administrator
Salary : Rs26,300 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525
– 49,950 x 1,625 – 56,450 (NL 20)

Effective Date:

Qualifications: A. A degree in Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering or any degree, the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering from a recognised institution.

OR

An equivalent qualification acceptable to the Board.

B. At least 3 years' post-qualification experience in the field of Information Technology, including database/systems/network administration.

Roles and Responsibilities: To be responsible to the Director for the day-to-day running of the IT Section and the coordination of all activities with other department/sections.

Duties:

- To be responsible to the Director for –
 - the management of the Computer Systems of the National Library;
 - the physical and Logical/Logistics security aspects of the computer systems; and
 - database, system and network administration and management area.
- To assess the hardware and software requirements of the National Library.
- To liaise with consulting firms dealing with the computer systems of the National Library.
- To prepare specifications for acquisition of hardware and software and analyse and evaluate proposals from suppliers.
- To identify IT training needs, coordinate training activities as well as provide training.
- To supervise officers working in the IT section.



Certified Correct



Director
National Library

Date: 13 October 2017

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7. To administer and track problems on databases and servers.
8. To perform quality assurance on computer systems.
9. To update and maintain the National Library website.
10. To provide expert technical guidance and advice regarding management of data networks, desktop, database and network technologies.
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the IT Officer/Systems Administrator in the roles ascribed to him.



Certified Correct



**Director
National Library**

Date: 13 October 2017