

JOB SPECIFICATION

POST **IT ANALYST – ON ESTABLISHMENT**

SALARY **Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 – (CWA 54 - PRB 2021)**

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 recognized institution or an equivalent qualification acceptable to the Board.
B	At least two years' experience in systems analysis, database design, software development and application and operation of multi-user systems.
C	Candidates should: - (i) possess good communication, interpersonal and analytical skills; and (ii) have the ability to manage a team of officers.
Candidates should produce written evidence of experience claimed.	

DUTIES

1. To assist the Senior IT Analyst in the performance of his duties.
2. To assist in performing systems study and analysis and to prepare feasibility reports and functional specifications.
3. To perform database, network and system administration.
4. To set up and configure computer systems and assist in ICT infrastructure deployment and site preparation.
5. To perform software application maintenance and quality assurance of computer systems.
6. To supervise and monitor the work of IT Technicians and other

subordinate staff.

7. To design, develop, maintain, implement and deploy IT systems and train end users thereon.
8. To provide and maintain up-to-date documentation of implemented systems with regard to technical user, procedure and operational manuals.
9. To ensure compliance with ICT standards, guidelines and methodologies.
10. To perform other duties directly related to the main duties listed above and related to the delivery of the output and results expected from the IT Analyst in the roles ascribed to him.

Approved by CWB (17)12/212 on 30 October 2017