



# Government of Trinidad and Tobago

## JOB DESCRIPTION CONTRACTUAL POSITION

**JOB TITLE: INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) TECHNICAL OFFICER**

**JOB SUMMARY:**

The incumbent is required to provide technical support in the operations and maintenance of the ICT infrastructure of the Ministry/Department under the guidance and direction of a supervisor. Duties include: installation and support of personal computers and related software; monitoring the operations of the Ministry/Department's IT and networking infrastructure; assisting with the installation of computer and networking infrastructure; and responding to and addressing IT incident reports and requests for help.

**REPORTS TO:** Designated Specialist

**SUPERVISION GIVEN TO:** N/A

**DUTIES AND RESPONSIBILITIES:**

- Installs or removes hardware and/or software, using defined installation instructions and tools; tests and corrects malfunctions, and documents results in accordance with procedure; provides assistance to users in accordance with agreed procedures; and updates related maintenance and configuration records.
- Treats with security breaches of or security attacks on IT system/network/personal computer to limit damage in accordance with the Ministry/Department's security policy; and applies defined security controls to personal computers and related components
- Monitors and logs the actual ICT services provided to users, against that required by service level agreements, and liaises with supervisors in the resolution of any breaches.
- Assists professional staff with the release and deployment of changes and updates to the live IT environment, records activities and results; and assists with early support activities such as providing support advice to users.
- Investigates and acts on minor security breaches with the IT infrastructure, takes defined corrective action, and updates relevant security records and documentation in accordance with established procedures.
- Receives and handles service desk and incident management requests for IT and networking infrastructure support following agreed procedures, and maintains relevant records.
- Carries out agreed operational procedures of a routine nature; and contributes to maintenance, installation and problem resolution for the IT and networking infrastructure of the organisation.
- Assists with the performance of regular backups and restores, and tracks offsite storage, according to agreed operational procedures.
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

- KNOWLEDGE:**
- Knowledge of defined components of IT and networking infrastructure.
  - Some knowledge of the principles, tools and techniques required for the management and control of ICT within a government based or business organisation.
  - Some knowledge of project management tools and techniques.

<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"><li>▪ Ability to install/remove hardware and software.</li><li>▪ Ability to recognise and correct IT security breaches.</li><li>▪ Ability to communicate effectively both orally and in writing.</li><li>▪ Ability to operate as part of a team.</li><li>▪ Ability to establish and maintain effective working relationships with colleagues.</li><li>▪ Ability to interact positively with members of the public and external stakeholders.</li></ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"><li>▪ Minimum of three (3) years' relevant technical experience.</li><li>▪ Training as evidenced by the possession of a recognised Associate Degree or Diploma in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering or a related area.</li></ul>	