

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

**Department:** National Assembly  
**Post:** Parliamentary ICT Officer  
**Salary:** Rs 20,050 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 –  
40,800 x 1,525 – 43,850 (04 045 073)  
**Effective Date:** 22 January 2018

**Qualifications:**

A. A diploma in Information Technology or Computer Science or Computer Engineering or Information Systems or Software Engineering or any diploma, the major component of which should be in Information Technology or Computer Science or Computer Engineering or Information Systems or Software Engineering from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) reckon at least two years' experience in networking, application and database design; and

(ii) possess good communication and interpersonal skills.

Candidates should produce written evidence of experience claimed.

**NOTE**

The Parliamentary ICT Officer may be required to follow on-the-job training in sound/video ICT Architecture, multi-user systems and audio recording and voice-to-text technologies during his period of temporary appointment.

**Duties:**

1. To assist –

(i) the Deputy Parliamentary ICT Manager in his duties; and

(ii) in performing systems study and analysis and preparing feasibility reports and functional specification.

2. To deputise for the Deputy Parliamentary ICT Manager in his absence.

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*for Secretary for Public Service*

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3. To perform database, network and systems administration and to set up and manage users, groups and roles.
4. To plan and perform, in conjunction with end-users acceptance testing of applications developed by software developers and liaise with external service providers.
5. To take preventive measures to ensure adequate capacity and availability of storage and computing systems and to monitor performance to ensure optimum efficiency.
6. To implement security measures to safeguard IT systems from threats and ensure business continuity.
7. To develop and ensure compliance with standards, guidelines and methodologies.
8. To use ICT in the performance of his duties.
9. 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 Parliamentary ICT Officer in the roles ascribed to him.

**Note**

The Parliamentary ICT Officer is required to work at staggered hours.



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