

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

- Department:** National Assembly
- Post:** Parliamentary ICT Manager
- Salary:** Rs 38,350 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 (04 069 085)
- Effective Date:** 26 August 2016
- Qualifications:**
- A. A degree in Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering or a 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 Public Service Commission.
 - B. Candidates should –
 - (i) reckon at least five years' post-qualification experience in the development and management of ICT infrastructure;
 - (ii) be conversant with the latest technologies being used in Parliaments;
 - (iii) possess a track record for having led a team of IT personnel in a highly critical environment; and
 - (iv) possess good communication, interpersonal, organising and leadership skills.

Candidates should produce written evidence of experience claimed.

Role and Responsibilities: To develop, manage and monitor the Parliamentary ICT Unit of the National Assembly.

- Duties:**
- 1. To be responsible –
 - (i) to the Clerk of the National Assembly for all technical work and Parliamentary ICT infrastructure;
 - (ii) for the day-to-day management of the Parliamentary ICT infrastructure, Database Administration, Web development and Pre-press system;
 - (iii) for proposing and developing Parliamentary ICT Security;

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[Signature]
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

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Date.....

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- (iv) for IT infrastructure deployment and site preparation; and
 - (v) for developing, maintaining and communicating ICT policies and procedures throughout the Parliament in accordance with best practices and appropriate standards to ensure the effective and efficient use of ICT throughout the National Assembly.
2. To ensure that an ICT Service Continuity Plan is developed, implemented, tested and maintained.
 3. To contribute to the development and maintenance of an ongoing ICT Strategy for the National Assembly.
 4. To control, co-ordinate and supervise the work of officers working under his responsibility.
 5. 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 Manager in the roles ascribed to him.

Note

The Parliamentary ICT Manager will be required to work at staggered hours.



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