

# Independent Commission Against Corruption

## **Job Specification**

**Post** : IT Analyst

**Division** : Investigation Division

**Report To** : Director of Investigations

**Qualifications** :

- A. A Bachelor's degree in Computer Science, Information Technology or related fields from a recognized institution or an alternative qualification acceptable to the Commission; and
- B. At least three years' post qualification experience in an enterprise environment including duties performed as follows: data security, system maintenance and data analysis

Candidates should produce written evidence of experience/knowledge claimed.

**I. Desirable Skills & Abilities : -**

- i. High sense of responsibility and integrity
- ii. Ability to work in a team
- iii. Organizational abilities
- iv. Interpersonal and communications skills
- v. Critical thinking, Analytical and Problem Solving skills
- vi. Business acumen
- vii. Pay attention to details
- viii. Be an active self-learner
- ix. Ability to work under pressure

**Duties & Responsibilities :**

1. Provide support to the Investigation Division (ID);
2. To maintain the shared infrastructure of the Division;
3. To act as a liaison officer between the ID and the IT Dept for any IT related issues;

4. To liaise with the Developers for updates and troubleshooting;
5. To install, troubleshoot, maintain and update servers, and computer systems allocated to the ID;
6. To monitor system performance in ID;
7. To ensure security of IT infrastructure of the ID;
8. To maintain and ensure efficiency of IT infrastructure in ID;
9. To perform scripting or light programming, project management for systems-related projects;
10. To conduct training for users in the use of software applications;
11. To identifying training needs of users and advise the Management accordingly;
12. To promote IT Culture through training programs and induction courses;
13. To maintain database systems and be responsible for the integrity of the data in ID;
14. To plan for and respond to service outages and other IT-related problems in ID;
15. To perform tests and research on new technologies;
16. May also be called upon to transform, import, clean, and analyze data, prepare data report supported by data visualizations charts, maintain and optimize the data mining environment;
17. 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 Analyst in the roles ascribed to him.

**Note: Candidates must be prepared to work at odd hours, including during weekends and on public holidays**