

Independent Commission Against Corruption

Job Specification

- Post** : IT Officer
- Division** : Information Technology
- Report To** : IT Manager
- Qualifications** :
- A. A post “A” level degree in IT or Computer Studies from a recognized institution or an alternative qualification acceptable to the Commission.
 - B. At least two years’ post qualification experience in LANs and data communications, problem solving and analytical skills, with network design and Router Firewall configuration experience.
 - C. Familiar in use of Windows NT, Novell, Windows, MS Office, Peripherals (Printers, Tape Drivers, Scanners).

Desirable Skills & Abilities: *High sense of responsibility and confidentiality.*

Organizational abilities.

Interpersonal and communications skills.

Duties & Responsibilities :

1. To ensure an overall efficient management of the computer system within the organization on:
 - (a) Network installation and support.
 - (b) Installation, configuration and support of peripheral equipment – Printers, Tape Drivers, Scanners, etc.
 - (c) Administration of NT servers and MS Exchange server.
2. To analyse and to rectify hardware, network, operating system software and application system software.
3. To undertake system administration and security functions in accordance with documented policy and procedures.
4. To perform regular updates of anti-virus and network administration software.
5. To maintain in a log problems and IT issues and monitor progress on all network and PC problems.

6. To contribute to the development and maintenance of appropriate policies, procedures, guidelines, standards and documentation.
7. To assemble and to configure network components and associated services.
8. To perform network troubleshooting to isolate and diagnose common network problems.
9. To install, upgrade and configure network printing, directory, structures, user rights, security, software and file sharing services.
10. To maintain a software register.
11. To perform such other duties as may be assigned.

When posted to the Corruption Investigation Division

The IT Officer would, among others, be also required to:

- *provide assistance in the operation of system software and computer forensic investigation*
- *generate reports serially*
- *modify reports etc.*
- *perform any other relevant duties*