



## Job Description and Person Specification

<b>Job Title</b>	IT Officer
<b>Department</b>	Admin & IT
<b>Duty Location</b>	Chowk Azam district Layyah
<b>Reports to</b>	Admin Officer

### Overall Job Role:

To provide technical information technology services, maintenance to the office IT equipment, ensure that systems comply with organizational requirements and to provide training and up-to-date information to staff to operate new systems and packages where required. Jobs role include managing information collection/disbursement on IT issues and provide technical training to employees when required.

### Job Responsibilities:

1. To manage information collection/dissemination on IT issues by playing a lead role in the IT Training. Recognizes new developments in information systems technology, and anticipates organizational modifications.
2. To oversee installation of new versions of software as directed by the Management.
3. To provide hands-on support training whenever required and to deal with technical queries on operating systems and software packages.
4. Overall responsibility for management and maintenance of all computer systems, assessment of requirements on purchase of hardware/software for all the offices, and installation of updated software.
5. Ensures confidentiality and reliability of corporate data, proprietary information, and intellectual property.
6. Responds to inquiries and requests for assistance with the organization's computer systems. Identifies problems, troubleshoots and provides advice to assist users.
7. Establishes technical priorities, standards, and procedures. Ensures sufficient systems capacity for organizational needs.
8. Arranges and administers security measures to restrict unauthorized use of data systems and databases.
9. Encodes, tests, debugs, and documents programs for project that include online content management system including website.
10. Coordinates and oversees effective integration and transition from existing systems to new systems
11. Develops goals and objectives consistent with the organization's strategic plan for Information Technology Department.
12. To conduct in-house training of staff.
13. To recommend IT related Trainings for staff as required.
14. Preparing reports as and when required.
15. Reporting progress, proposing new changes
16. To comply with management requirement regarding IT development in office through other assigned tasks.

**Person Specification:**

<b>Education &amp; Certifications</b>	Graduation in any Computer Science and/or any IT discipline
<b>Essential Experience</b>	<ol style="list-style-type: none"><li>1. Web development and update using WordPress or any other coding platform</li><li>2. Managing IT equipment e.g. installation of operating system and software and troubleshooting for software and hardware</li><li>3. Managing data through backing up on standalone servers and/or cloud storage</li></ol>
<b>Essential Knowledge</b>	<ol style="list-style-type: none"><li>1. Content management systems e.g. WordPress etc.</li><li>2. Database development and management</li><li>3. Cloud storage and cloud data management e.g. Office 365, OneDrive, Google drives etc.</li></ol>
<b>Essential Skills</b>	<ol style="list-style-type: none"><li>1. Facilitation and training skills</li><li>2. Team management skills (working with others)</li><li>3. Good typing skills and typing speed</li></ol>
<b>Essential Abilities</b>	<ol style="list-style-type: none"><li>1. Ability to work independently with only strategic guidance from line management</li><li>2. Ability to resolve issue at peer level and good working relationship with team</li><li>3. Physically fit to travel to other offices as and when required. (Frequent travel is not required for this position)</li></ol>