

POST OF IT ANALYST

| | | |
|--|---|--|
| Job Title | : | IT Analyst |
| Salary Scale | : | Rs 28900 x 900 – 30700 x 1000 – 32700 x 1100 – 36000 x 1200 – 42000 x 1500 – 51000 x 2000 – 61000 |
| Reporting to | : | HR and Administrative Secretary |
| Job Objective | : | <ul style="list-style-type: none">• Responsible for system monitoring, web development and network administration and IT-related issues.• Ensure an efficient and effective IT service at the COIREC. |
| Academic Qualifications and Experience Requirements | : | <ul style="list-style-type: none">• IT-related degree or an equivalent qualification acceptable to the Board.• At least three years' post qualification experience in IT-related issues. |
| Knowledge, Aptitude and Competencies | : | <ul style="list-style-type: none">• Knowledge and understanding of the current trends and developments in information technology.• Strong interpersonal and communication skills.• Strategic planning and advanced leadership skills.• Ability to organise resources and establish priorities. |
| Main Duties | | <ol style="list-style-type: none">1. To be responsible for the effective computerisation of COIREC's activities.2. To design, introduce, install and maintain IT systems at the Company, including network, information system and website.3. To provide guidance, advice and training to the staff in the use and utilisation of the implemented IT system.4. To be responsible for the maintenance of all IT equipment.5. To provide guidance in the procurement process for IT equipment and systems, and other types of procurement as required.6. To develop, manage and test back-up and recovery plans.7. To establish relevant security metrics. |

| | |
|--|---|
| | <ol style="list-style-type: none">8. To manage the company's IT communications systems.9. To provide periodic reports to Management and adhering to ad-hoc instructions.10. To provide End User Support and Application & System Support.11. To be responsible for system monitoring, reporting and users access management.12. To liaise with suppliers and contractors, whenever required.13. To be responsible for system operation, back up and updates.14. To participate in the development, implementation, and maintenance of policies, objectives, short-and long-range.15. To maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.16. To perform such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the incumbent in the role ascribed to the latter. |
|--|---|