

ROSE BELLE SUGAR ESTATE BOARD

SCHEME OF SERVICE

- POST** : **Information Technology Officer**
- SALARY** : Rs 28,225 x 825- 35,650 x 900- 37,450x 950- 42,200 x 1300- 46100x 1575- 49,250 x 1650- 54200 x 1700- 64,400.
- REPORTING RELATIONSHIP** : To the General Manager
- QUALIFICATIONS AND EXPERIENCE** :
- A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.
 - B. A degree in Computer Science or Computer Engineering or Information Technology or Information Systems from a recognized institution.
 - C. Three (3) years’ post qualification experience in the field of Information Technology including Database, Systems, Network administration.

OR

Equivalent qualifications to A, B and C above acceptable to the Board.

Note

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of experience claimed.

- DUTIES AND RESPONSIBILITIES** :
- 1. To prepare, update and implement Information Technology Plan;
 - 2. To set up and configure all computer systems;
 - 3. To co-ordinate and manage computer projects;
 - 4. To monitor, maintain and enhance existing IT applications;
 - 5. To develop and implement new IT applications;
 - 6. To prepare and appraise tenders for hardware/software acquisitions/services;
 - 7. To advise management on Information Technology matters and policies;
 - 8. To test, validate and accept applications developed by software developers and liaise with service providers;
 - 9. To set up and enforce security procedures to protect the confidentiality of information;
 - 10. To ensure proper maintenance of computers
 - 11. To train end-users;
 - 12. 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 Information Technology Officer in the roles ascribed to him/her.

Date: October 2021