

SCHEME OF SERVICE

- Post:** ICT Technician (On Contract)
- Salary:** Rs 29,477 per month (PRB 2026 – Circular letter No 3 of 2026 of the Ministry of Public Service and Administrative Reforms)
- Qualifications:**
- A.** A Cambridge Higher School Certificate with passes at Principal Level in at least two subjects including a science subject obtained on one certificate or Passes in at least two subjects including a science subject obtained on one certificate at the General Certificate of Education “Advanced Level”
- B.** A Diploma in Computer Science or a Diploma with Information Technology as a major component from a recognized institution.

OR

Equivalent qualification to A above acceptable to the board.

A qualification in Product Certification such as MSCE or an equivalent qualification and working experience in delivering training course are desirable.

C. Candidates should –

- (i) be conversant with Internet and Office automations tools; and
- (ii) have good interpersonal and communications skills

Note

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

Candidates should produce written evidence of experience / knowledge claimed.

Responsible to: The Manager

- Duties:**
- 1. To promote Digital Culture through training programmes and induction courses.
 - 2. To conceive and develop training materials.
 - 3. To ensure availability of software/materials to promote Digital awareness.

4. To assist in the organisation of seminars, conferences and training activities.
5. To develop and maintain websites by using latest technologies and tools
6. To perform such cognate duties as may be assigned.