VACANCY NUMBER	:	(KTVC/ICT TECH./05/2024
JOB TITLE	:	INFORMATION, COMMUNICATION AND TECHNOLOGY TECHNICIAN(One (1) Post
JOB GROUP	:	G
TERMS OF SERVICE	:	PERMANENT

Duties and Responsibilities

1.0 Provide support to trainers and trainees in solving technical problems and practical.

2.0 Instruct students in computer laboratory technology and software applications through answering questions for the purpose of enhancing their understanding of lab operations and reinforcing academic concepts.

3.0 Maintain computer hardware and software applications inventory for the purpose of ensuring availability of equipment and/or instructional material in computer laboratory.

4.0 Monitor student activities while in computer laboratory for the purpose of maintaining a safe environment that is conducive to learning

5.0 Perform routine and preventive maintenance of computer laboratory and classroom equipment such, dusting, cleaning, virus scanning for the purpose of ensuring the availability of equipment in safe operating condition.

6.0 Prepare documentation such as instructions, memos for the purpose of providing written support and/or conveying information.

7.0 Troubleshoot malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer laboratory operations.

8.0 Prepare a report of malfunctioning computers and equipment in the laboratory and maintain a requisite records on repair schedule on various computers and equipment to ensure they are repaired or replaced in a timely manner

9.0 Provide procurement specifications for computers and equipment to be purchased to ensure the right computers are procured.

10.0 Ensure and observe general cleanliness of the laboratory, computers and other equipment

Qualifications, Skills and Experience

1.0 At least KCSE C-

2.0 Diploma in Information, Communicational and Technology or its equivalent.

3.0 Have at least 1 year of work experience in a similar institution

4.0 Must be computer literate

5.0 Knowledge of Occupational Safety and Health Act
STATUTORY REQUIREMENTS

Successful candidate to comply with Chapter 6 of the Constitution

HOW TO APPLY

Interested and qualified individuals should send their application letter with detailed CVs and three professional referees preferably current or former supervisors. Hard copies of academic and professional certificates and other testimonials together with a copy of the National Identity Card should reach under designed not later than **13ᵗʰ January, 2025.**

The Principal/Secretary, BOG
Kongoni Technical and Vocational College
P.O BOX 45-30205 MATUNDA
Email; kongonitvc@gmail.com
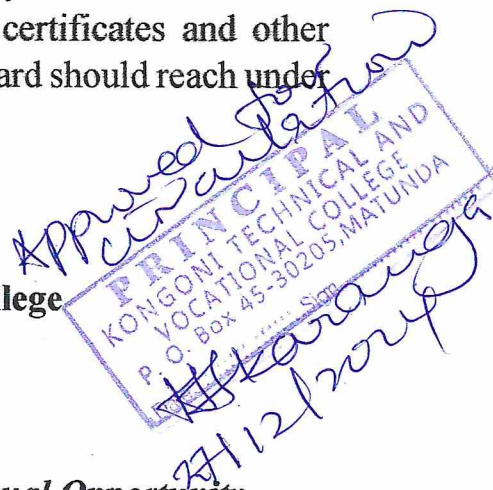
Kongoni Technical and Vocational College is an Equal Opportunity Employer; Persons with Disability, Youth and Women are encouraged To Apply