

**NATIONAL EMPOWERMENT FOUNDATION**  
**SCHEME OF SERVICE**

**Post:** IT Technician

**Salary:** Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325 (NEF 13)

**Qualifications:**

A. By selection from among serving officers of the NEF who:

(i) possess a Diploma in Computer Science or Computer Engineering or Information Technology or Information Systems or Software Engineering from a recognized institution

OR

an equivalent qualification acceptable to the Board; and

(ii) reckon at least one-year relevant experience in the field.

**Note: In the absence of qualified serving officers by selection from outside candidates possessing the qualification at A.**

B. Candidates should –

(i) possess good interpersonal, analytical and communications, analytical and report writing skills;

(ii) possess strong leadership and problem-solving skills;

(iii) be conversant with latest IT Technologies;

(iv) have the ability to work in a team and to meet tight deadlines.

**Duties:**

1. Maintaining, repairing and administering the ICT equipment including all related peripherals and servers;
2. Providing general technical guidance and support to end-users;
3. Devising appropriate systems of security in relation to hardware and software;
4. Assisting in the purchase of ICT equipment;
5. Liaising with suppliers for repairs and/or maintenance of ICT equipment;

6. Setting up IT logistics for meetings, seminars, workshops and any other events;
7. Assisting in research-related activities;
8. To use ICT in the performance of his duties;
9. 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 incumbent in the roles ascribed to him.

**NOTE**

The IT Technician may be required to work outside normal working hours, Saturdays, Sundays, and Public Holidays.

**Approved by : The Board of Directors of the NEF  
at its 130<sup>th</sup> meeting held on 28 July 2021**

**Signature : .....**

**Name : J. F. Chaumière**

**Designation : Chief Executive Officer**

**Date : 04 August 2021**

