
JOB DESCRIPTION

Title: IT Lab Technician

Report to: Dean, Academic Affairs

Grade: 10

Key Duties & Responsibilities:

1. Assist the Lecturers in preparation of estimate and costing for laboratory repair and development;
2. Maintains a record of all hardware/software procured and security issues of the Computers
3. Perform installation of operating system security software and hardware
4. Carry out repair, up-gradation, rehabilitation and maintenance of IT laboratory equipment and facilities etc;
5. Assist the Lecturers to help practical classes as they become senior;
6. Maintain accurate records of IT Lab facilities;
7. Take care of IT Lab facilities
8. Carry out any other task that may be assigned by the supervisor from time to time.

PERSON SPECIFICATION

Qualification:

Class XIII Passed with Diploma in Hardware or equivalent

Experience: Preference: Those with relevant work experiences