

## Government of Tuvalu – Job Description



|                                 |                                       |                             |
|---------------------------------|---------------------------------------|-----------------------------|
| <b>Position Title:</b>          | <b>Outer Island ICT Technician</b>    |                             |
| <b>Level and Salary:</b>        | <b>S1-S3</b>                          | <b>\$10,887 to \$15,447</b> |
| <b>Ministry and Department:</b> | <b>Education, Youth, and Sports</b>   | <b>Education</b>            |
| <b>Location:</b>                | <b>Niutao</b>                         |                             |
| <b>Report to:</b>               | <b>Senior Education Officer - ICT</b> |                             |

### **JOB PURPOSE:**

The outer Island School ICT Technician provide Information and Communication Technology support to Primary Schools on Nanumea and Niutao.

### **KEY RESPONSIBILITIES:**

1. Assist with the effective management of internet connectivity in schools.
2. Provide support/Assistance to eLearning lab staff.
3. Provide technical support across the school.
4. Build capacity of teachers using ICT in their classrooms.

### **MAIN DUTIES AND OUTCOMES**

- 1.1 Monitor and update school internet connection to EO ICT.
- 1.2 Work with EO ICT in respond to connection issues at any time.
- 1.3 Troubleshoot internet and network issues in the school.
- 2.1 Monitor and maintain computer systems.
- 2.2 Assist with student management in the lab.
- 3.1 Install software & run troubleshooting.
- 3.2 Identify and repair hardware issues.
- 4.1 Build capacity of teachers using ICT in the classrooms.
- 4.2 Assist teachers with basic computer skills.

### **MANDATORY REQUIREMENTS:**

Certificate in ICT from any recognized institution.

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### **DESIREABLE REQUIREMENTS:**

Knowledge and understanding of up to date Microsoft office application  
Fair understanding on hardware and software component of computers Good  
written and oral communication skills (English and Tuvaluan)

### **IMPORTANT NOTICE**

#### **Applicant through their application MUST:**

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

### **NOTE:**

*It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.*