

Terms and References for the IT Officer

Implementing respective duties of fields of specialization, with or without a classification

- **Information System (IS)**

1. Upgrade the official website for the Project Management Unit.
2. Drafting designs of information and communication technology
3. Drafting policies of information and communication technology
4. Identification of information technological solutions for institutional information and communication technology requirements. (Requirement Analysis, System Analysis).
Performing the preliminary activities related to designing of information technological solutions. (System Designing)
5. Conducting a Technical evaluation relevant to the field.
6. Implementation/ evaluation of Information and Communication Technology Projects
7. Generation of information system reports for management requirements (MIS reports)
8. Coordinating and maintaining links with internal/ external institutions for activities related to the specialized field.

- **Information Technology (IT)**

1. Developing, testing, implementing, and managing software for identified requirements.
(Programming/ Development, Testing, Implementation, and Maintenance)
2. Development, administration, and maintenance of database- (Database Administration)
3. Performing the activities related to designing, updating, and maintenance of official websites and performing the key duties in this regard
4. Updating software so as to cater to the requirements of the users.
5. Implementation of necessary actions for the safety of software and data.
6. Coordinating and maintaining links with internal/external institutions for activities related to the specialized field.

- **Computer Networks/ Security**

1. Development, administration, and maintenance of a computer network (Network Administration)
2. Identifying the errors in computer hardware/ network hardware and taking action to rectify them, and maintenance.

3. Administration in respect of internet/ e-mail facilities
4. Performing the activities related to computer networking, network security administration, and performing the key duties in this regard. (Network Security Administration)
5. Coordinating and maintaining links with internal/ external institutions for activities related to the specialized field.
6. Any other tasks designated by the Project Director and Deputy Project Director which may arise out of the course of business.