

Job Description – Assistant Analyst, Library & Students Moodle Systems

Title: Assistant Analyst – Library & Students' Moodle Systems

School/Department: Information & Communications Technology Department

Level: Band 1

Category: Technical

Reports To: Director, Information & Communications Technology Department

Location/Campus: Kukum Campus

Direct Reports: None

Summary of Duties: To provide and maintain library and students' Moodle database. In addition, the officer shall be responsible for management and maintenance of:

- Library database center.
- Students Moodle database;

The incumbent is also required to provide technical support for staff and students in three campuses.

In addition, he/she will be required to provide other duties and responsibilities under the direction of the Director, ICT Department, when/where required.

Main Duties and Responsibilities

Duties and Responsibilities include:

- Familiar with all related hardware and software.
- Familiar with related systems and networks.
- Troubleshoot hardware and software problems.

People management and teamwork

- Train staff and students about new systems and procedures.
- Provide orientation/training ICT staff of new technologies
- Provide training and support for staff and students on request.

Quality Assurance and customer satisfaction

- Provide regular recommendations to the university through Director ICT the best practices in areas of appropriate ICT developments for future
- Make recommendations on procurement of appropriate technology for the university
- Install hardware and software

General Responsibility

- To adhere to the SINU's Equal Opportunities policy in all activities, and to actively promote equal opportunity wherever possible, to:
- Be responsible for your own health and safety and that of your colleagues and others;
- Provide a healthy, comfortable and safe working environment; and
- Undertake other such duties as directed by the Director ICT from time to time.

Educational Qualifications & Experience

University degree in Computing Science and Information Systems with at least one year experience in IT and related areas.

Demonstrated knowledge and direct experience in relevant areas of ICT, including:

- Implementation and management of integrated Systems and associated software programs
- Management of an electronic office (PCs, Windows, mobile devices, Wi-Fi access points etc.) and relational databases
- Basic knowledge of Programming
- Basic Design and management of web sites
- Self-motivated and consensus building, customer focus, training and performance skills
- Demonstrated ability to analyze and resolve complex problems
- Ability to set priorities, meet deadlines, delegate tasks and work under pressure
- Excellent verbal, interpersonal and written communication skills to work effectively with a diverse university community in leveraging technology
- Cross-service working experience and ability to participate in widely based multi-service initiatives
- Demonstrate active inter-personal involvement with other colleagues
- Ability and willingness to work evening and weekend/public holidays when/if required
- Library automated systems – Koha, DSpace, Print Management System and related library systems.

Preferred Skills

Preferred skills include:

- Knowledge of Javascript, HTML, MS Office OS, SQL,