



THE GOVERNMENT OF ST CHRISTOPHER AND NEVIS

Ministry of Information, Communications, Technology and Posts

P.O BOX 186,

National ICT Center, #3 C. A. Paul Southwell Industrial Site

Basseterre, Saint Kitts

TEL: (869) 465- 2521 ext 467-1281/1607 EMAIL: technology@gov.kn

Ministry of Information, Communications, and Technology and Posts

Job Description

Job Title: Technician I

Work Location: National ICT Center, C.A.P. Southwell Industrial Site

Division/Department: Department of Technology

Reports to: Networks Coordinator

Full-time
 Part-time

Description of Post:

The Technician I handle the day-to-day calls and services the civil service makes to the department.

Duties and Responsibilities for the post include but are not limited to the following:

- Carry out task assigned by coordinator, Technical Specialist or the Senior Technician (Repair of computers, repair of networks, manning the help desk, answering calls from customers etc.)
- Report back on the progress of any task which was assigned.
- Submit work sheet to senior technicians.
- Aid in the repair and maintenance of hardware (preventative – scheduling, monitoring/ evaluation and reporting)
- Support e-government systems (hardware and software)
- Support GWAN systems such as LANS
- Software installation competence
- Any other duty that may be assigned.

Education and/or Experience:

The Applicant must have the following skills:

- At least a High School Diploma
- Solid computer information technology and software knowledge
- Hardware +, Network +
- Experience in Technical work will be preferred.

Skills and Competencies

- Highly self-motivated
- Keen attention to detail
- Follow directions well
- Good problem solving skills
- Good customer service skills.
- Adaptability to a fast-paced environment
- Must be able to speak to others and convey a message effectively
- Able to communicate effectively with technical and non-technical staff and with members of interdisciplinary teams.
- Strong written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Pay keen attention to detail.

Salary: K10--K21 (\$22,704 – \$39, 996) per annum

The deadline for the receipt of application is **March 22nd, 2024.**

Please send applications to:

**Permanent Secretary
Ministry of Information, Communications, and Technology
P O BOX 186,
NATIONAL ICT CENTER, #3 C. A. PAUL SOUTHWELL INDUSTRIAL SITE
BASSETERRE, SAINT KITTS
Email: technology@gov.kn**