

## **PROPOSED SCHEME OF SERVICE**

**Organisation**

Gambling Regulatory Authority

**Post:**

IT Analyst

**Salary:**

**Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**

**Qualifications:**

- A. Possess a Degree in Information Technology or Computer Science or Computer Engineering or Software Engineering or Information Systems or any equivalent qualification acceptable to the Authority.
- B. Candidates should: -
  - (i) reckon at least two years' practical experience in system development, system analysis, database design and operation of a multi user system;
  - (ii) possess good communication, interpersonal and organising skills; and
  - (iii) have the ability to manage a team of officers.

Candidates should produce written evidence of experience claimed.

**Duties:**

1. To assist the Chief Executive or Officer in Charge Information and Technology in the performance of his duties.
2. To develop, maintain and update software/web applications.
3. To update and maintain the Gambling Regulatory Authority's website.
4. To assist users with day-to-day operational problems and coach hours on use of IT System and Office tools to enhance productivity.
5. To perform daily tasks required to maintain the system in proper operating condition such as database maintenance, backup and other related duties.
6. To assist in performing systems study and analysis and to prepare feasibility reports and functional specifications.

7. To perform database, network and systems administration and to set up and manage users, groups and roles.
8. To design, develop, maintain, implement and deploy IT systems and train end users thereon.
9. To take preventive measures to ensure adequate capacity and availability of storage and computing systems, and monitor performance to ensure optimum efficiency.
10. To provide and maintain up- to- date documentation of implemented systems with regard to technical, user, procedure and operational manuals.
11. To perform quality assurance of computer systems.
12. To implement security measures to safeguard IT systems from threats and ensure business continuity in collaboration with all stakeholders.
13. To ensure compliance with ICT standards, guidelines and methodologies.
14. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Systems Analyst in the roles ascribed to him.

**Note**

Systems Analyst may be required to work outside normal working hours, including Public holidays, Saturdays and Sundays.