INFORMATION TECHNOLOGY OFFICER LEVEL 1
GOVERNMENT OF GIBRALTAR

JOB SPECIFICATION

Department: Information Technology and Logistics

Post: IT Officer (Level 1)

Responsible to: Director of IT & Logistics

The main functions of the post are:-

NETWORKING/SYSTEM ADMINSTRATION

The maintenance of the Government of Gibraltar's Local (LAN) and Wide (WAN) area networks.

Typical duties include:

- Installation and maintenance of Government Domain & File servers.
- Configuring of networking protocols (TCP/IP) and associated hardware.
- Adding and configuring new workstations.
- Setting up user accounts.
- Software installations.
- Performing procedures to prevent the spread of viruses.
- 1st line Support
- Installation of PC's, Operating Systems and application software.

PROGRAMMING

Write, test, maintain and manage computer programs to ensure that the computer application meets the needs of the users of the computer system.

ANALYSIS & DESIGN

Typical duties include:

- Systems analysis and design in researching and documenting computer users requirements.
- Analyse problems specified by users and achieve adequate and prompt solutions
- Translate the solutions provided by systems designs into detailed program specifications.
- Develop necessary software according to specifications.
- Train users of the system in how to operate the designed software.
- Test the programs and make amendments.
- Maintenance on software developed and upgrades.

LOGISTICS

- Plan and implement the logistics of Gibraltar Government special projects, General Elections, Bye Elections, Referendum, and other events hosted by the Government of Gibraltar in consultation with the supervisory management team for the event.
- Assist in the development and implementation of logistics for all special projects and events hosted by the Government of Gibraltar.
- Liaise with suppliers and IT support contractors, in consultation with the supervisory management team for the event.
- Collaborate with the supervisory management team for the event.

OTHER

- Occasional PC & Printer repair / upgrading / troubleshooting.
- After hours On-call Roster.
- Carry out other duties, appropriate to the grade, as required by the Director of IT Logistics Department.