

NATIONAL WOMEN ENTREPRENEUR COUNCIL

SCHEME OF SERVICE

Post: IT INSTRUCTOR

**NWEC 10 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825
– 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**

Qualifications:

- A.** A Cambridge Higher School Certificate with passes at Principal Level in at least two subjects including a computer science subject obtained on one certificate or Passes in at least two subjects including a computer science subject obtained on one certificate at the General Certificate of Education "Advanced Level".
- B.** A Diploma in Computer Science or a diploma with Information Technology as a major component from a recognised institution.

OR

Equivalent qualifications to A and B above acceptable to the National Women Entrepreneur Council.

A qualification in Product Certification such as MCSE or an equivalent qualification and working experience in delivering training course are desirable.

C. Candidates should –

- (i) be conversant with Internet and Office automations tools; and
- (ii) have good interpersonal and communications skills.

Note

Qualification obtained at A should have been obtained prior to qualification at B above.

Candidates should produce written evidence of experience/knowledge claimed.

Responsible to: The Secretary or any other person designated by the Council

Duties:

1. To promote IT Culture through training programmes and induction courses.
2. To conceive and develop training materials.
3. To ensure availability of software/materials to promote ICT.

4. Troubleshooting network and internet problems as well as diagnosing and figuring out software/hardware faults.
5. To assist in the organisation of seminars, conferences and training activities.
6. To install and configure hardware and common PC-related software and provide preventive measures and technical support thereon.
7. To operate computer systems including running of processes, handling of inputs, production of outputs, performing backups and keeping records thereof.
8. To comply with and promote applicable security standards in relation to computer systems.
9. To commission IT equipment.
10. To carry out survey/audit of the technical features of computer equipment.
11. To promote IT Culture through training programmes and induction courses.
12. To conceive and develop training materials.
13. To ensure availability of software/materials to promote ICT awareness.
14. To develop and maintain multimedia products and websites.
15. To perform such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the IT Instructor in the roles ascribed to him/her.