

JOB DESCRIPTION AND PERSON SPECIFICATIONS, MANDATORY MOTOR VEHICLE INSPECTION SERVICES, MINISTRY OF WORKS AND TRANSPORT, 2025

Job Title: IT Officer, Mandatory Motor Vehicle Inspection Services.

Employment Type: Contract

Reports to: IT Manager, Mandatory Motor Vehicle Inspection Services

Job Purpose: To lead and manage the development, implementation, maintenance and support of all IT systems and infrastructure in the delivery of MVIS registration services in order to enhance efficiency and effectiveness of MVIS Section operations

Key Duties:

- Support the IT Manager in maintaining inspection software and databases.
- Provide end-user support for IT-related issues that may be experienced at all vehicle inspection centres.
- Ensure smooth operation of IT equipment and networks.
- Assist in data backup, system updates, and cybersecurity measures.
- Configure and monitor firewalls, routers and switches.
- Install and update software, ensuring licenses are valid and up to date.
- Provide technical support to staff.
- Manage user accounts, passwords and permissions.
- Research and propose new technologies to improve organizational efficiency.

Person Specifications:

Essential Requirements	• Degree in Information Technology or Computer Science. • At least One (1) year of experience in IT support roles. • Proficiency in database management, networking, and troubleshooting.
Desirable Requirements	• Training in IT Project Management • Training in Disaster Recovery Management • Information Technology Infrastructure Library (ITIL) Certification. • She/he should have experience in managing a large and complex IT Operations.
SKILLS AND ATTRIBUTES	

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- Demonstrated creativity and innovation capability
- Strong problem diagnosis and solving skills
- Strong conceptual and analytical skills
- Excellent interpersonal and networking skills
- Ability to coach, mentor and guide a team of professionals under supervision
- Excellent oral, written communication and presentation skills
- Impeccable integrity
- Empathetic and emotionally intelligent
- Demonstrable passion in Information Technology
- Should be agile and results oriented

Approved by:

Date: