MINISTRY OF EDUCATION AND SPORTS

VACANCY ANNOUNCEMENT

1.0 Background

The Government of Uganda received financing of US$100,000,000 from the World Bank for the Skills Development Project (USDP) whose objective is to enhance the capacity of institutions to deliver high quality and demand driven training programs in the Agriculture, Construction and Manufacturing sectors; the project works with four (4) colleges, and twelve (12) networking institutions.

The purpose of USDP is to create a scalable model for high quality vocational and technical training which is linked to labor market needs for specific sectors. The model comprises of establishing Centers of Excellence (CoE) with a network of vocational institutions (with well-prepared students; well-trained faculty; high quality, relevant curricula; adequate facilities and equipment; teaching resources; management and assessment systems), and an institutional framework that encompasses development sector skills councils.

The Project is comprised of four Components. Under Component 1, the Project seeks to support the implementation of critical reforms necessary for the effective functioning of the skills development system. Sub-component 1.3 is designed to support the design, development and establishment of a Management Information System (MIS) for the TVET sector, so as to ease Planning, Management, Monitoring and Evaluation of reforms undertaken by the Sector.

Under this project subcomponent, the following position is available to be filled by a qualified, and experienced professional Ugandan. Details of person specifications are as below:

2.0 Job Descriptions and Person Specifications

Post: System Administrator

Reports to: The Commissioner TVET Operations & Management

Duration: 12 months renewable subject to satisfactory performance and availability of funds

Duty Station: Kampala, Uganda

Purpose of the Job

The primary responsibility of the System Administrator will be to maintain, configure and support reliable and effective operation and use of the TVET Management Information System (MIS)

Key Duties and Responsibilities

The main responsibilities and duties of the System Administrator are:

1. Responsible for the daily maintenance and reliable operation of the TVET MIS
2. Ensure timely creation and configuration of system roles and users
3. Monitor system performance, report faults and start the restoration sequence
4. Install and upgrade system components and software
5. Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues
6. Provide documentation and technical specifications for planning and implementing new or upgrades of IT infrastructure
7. Perform regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures
8. Establish and coordinate the IT staff at all TVET institutions for uploading up-to-date information on the institutional portal
9. Lead desktop and helpdesk support efforts for end-users, making sure MIS desktop application and related equipment problems are resolved in a timely manner with limited disruptions
10. Liaise with the Head of IT at the Ministry of Education and Sports for access to Ministry's IT infrastructure and resources
11. Work with the Ministry's IT support officers for effective operation of the system.

Qualifications, Skills, and Experience

1. The applicant must hold a BSc in Information Technology, Computer Science or a related discipline from a recognized university.
2. Professional certification (e.g. Microsoft Certified Systems Administrator (MCSA, ITIL) or other related fields is an added advantage.

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3. At least six (6) years of practical experience as a System Administrator, Network Administrator, or similar role.
4. Broad knowledge of web-based information systems and networking software, hardware, and networking protocols.
5. Strong knowledge of implementing and effectively developing helpdesk and IT operations best practices, including expert knowledge of security, storage, and data protection.

3.0 How to apply

Applications accompanied by a detailed Curriculum Vitae, copies of certificates and testimonials and at least three competent referees, one of whom must be a current or previous employer should be received not later than **2nd June 2022, 5:00pm East African Time**.
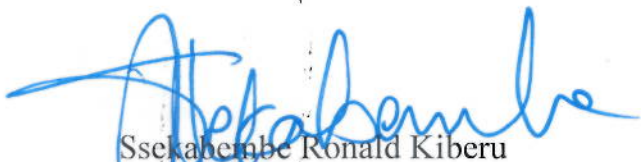
All applications should be addressed to;

The Commissioner, Human Resource Management

Ministry of Education and Sports, Embassy House, King George VI Way,

P.0 Box 7063, Kampala, UGANDA

Hard copies should be hand-delivered to the Security Registry (Floor 4, Room 1), Embassy House

Ssekabembe Ronald Kiberu

For: PERMANENT SECRETARY