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| Gambia College |
| **Revised Terms of Reference for employees-** |
| Job descriptions |
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| **Gambia College** |
| **7/29/2019** |

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| This document contains the job descriptions of all employees of The Gambia College |

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#  RECTOR

General Accountability

Reporting to the Chairman, Gambia College Council, the Rector serves as the Chief Executive Officer, and is responsible for leading, directing and advising on all matters pertaining to the day to day management of the College, and is accountable for providing educational leadership, administering and managing the schools, public relations, and ensuring that programmes offered are relevant.

* Be answerable to the Gambia College Council
* Provide leadership and guidance to the College through exhibiting personal leadership, by establishing an open environment where College members can develop both professionally and academically.
* Facilitate to achieve mission and goals of the College approved by the College Council, by the selection and implementation of appropriate strategies, programmes, policies and procedures.
* Ensure the effective operation of the Gambia College Council by providing accurate, timely and comprehensive information and guidance on all pertinent matters within its jurisdiction.
* Present to the Council an annual realistic plan of required resources based on established priorities, the requirements of staff, students, the community, and forecast of parent departmental needs and demands.
* Ensure an effective and economical administrative system through the design and implementation of sound monetary, budgetary control and information systems, policies and procedures.
* Realise and accept the active support of all segments of the community and departments served by the College through establishing and maintaining a positive image in the community.
* Develop and maintain quality relationships inside and outside the College through communication with staff, liaison with outside agencies, communication with students and with other schools and units.
* Ensure quality programmes through systematic review, and providing instructional materials.
* Provide advice and counselling; planning and coordinating activities and taking rational decisions.
* Assist in negotiating collective agreements and working with advisory committees. (to set up an advisory committees)
* Provide for the safety and health of staff and students.
* Delegate responsibilities to staff as befit their status in the interest of the efficient conduct of College affairs.
* Forge and sustainl inks with external sources of funding that could help with the attainment of the aims and objectives of the College.
* Work towards the acquisition of adequate funds for College business and the disbursement of such funds.
* Prepare, present and update continuously College’s strategic plan to the Gambia College Council.
* Represent the College at the Senior Management Committee, Ministry of Higher Education Research science and Technology (MoHERST), other line ministries, the public service commission and other bodies requiring his presence
* Encourage international exams; support of exchange programmes with colleges and other educational and training institutions outside The Gambia.
* Empower to employ staff below grade 5 of The Gambia College pay scale
* Has overall responsibility for College discipline, and may in serious offences take immediate disciplinary action pending an investigation.
* Has responsible for the expulsion or suspension of students in consultation with relevant committees.
* Has responsibility for the expulsion or suspension and termination of staff employed by him in consultation with relevant committees.
* Signing of service level agreement with senior management staff.

# Deputy Rector

The Deputy Rector for Academic Affairs advises and assists the The Rector and provides leadership to the academic and academic-related units of the College and is responsible to the Rector and is assigned the following duties:

**Responsibilities:**

* Be answerable to the Rector
* Oversee all academic matters of the Gambia College.
* Assists the Director General with the management of the core academic functions of the Gambia College.
* Oversees academic policy development and implementation, planning, academic program review, and curriculum development
* Promotes innovation in teaching and learning to ensure a rich student-centred environment on and off campus academic activities
* Facilitates and promotes inter-disciplinary programmes, studies and research.
* Supervises senior staff including academic Directors of schools, and programme coordinators.-
* Signing of service level agreement with senior academic staff.
* Leads the development, implementation and monitoring of academic support programmes and services to ensure student success.
* Confers regularly with academic Directors of school to plan, coordinate and evaluate instructional facilities to support teaching and learning activities.
* Responsible for the promotion and coordinating of teaching and extension activities.
* Facilitates community/civic and industry engagement, including development of partnership with business and industry as well as other institutions.
* Supports the Rector in maintaining collaboration and linkages with both local and international institutions of higher learning for academics, research and innovation programmes
* Oversees the administration of students’ welfare services in relation to academic matters.
* Supervises budget preparation for the academic and academic-related programs, endorsing of all academic request before final endorsement by the Rector.
* Initiates new programmes and courses
* Be responsible for student discipline and safety
* Serves, if required, on National Committees.
* Lectures students if required.
* Keeps the Rector informed at all times decisions taken by him/her with the widest context of College Management.
* Acts as Chairperson of the College’s Research Committee, and stimulating research initiatives throughout the College. Ensure monitoring of staff research activities.
* Supports the resolution of academic programmes with Heads of Schools.
* Coordinates training programmes and the continuous evaluation of training courses.
* Takes part in orientation of students and staff.
* Coordinates Distant Learning and learning packages where applicable.
* Assists the Rector in organising Academic Board Meetings and in formulating guidelines for the conduct of Academic Board Meetings.
* Assists the Rector in executing the staff development programmes.
* Monitors of exchange programmes with Colleges and other educational and training institutions outside the Gambia.
* Coordinate academic activities in all College campuses
* Undertakes any other responsibilities as assigned by the Rector and other relevant authorities.
* Co-ordinates, develops and implements sound, administrative policies and strategies in order to realize the Strategic Objectives of the College in accordance with the College Strategic Plan;
* Organizes and directs the administration aspects of the College;
* Maintains efficiency and good order of the College and ensuring proper enforcement of the Statutes and Regulations;
* Provides innovative and creative leadership in the areas of, human resources, planning, infrastructural development and community linkages;

#

# THE REGISTRAR

**Responsibilities:**

* Acts as Secretary to the Gambia College Council, and
* Ensures the effective operation of the Council by providing accurate, timely, and comprehensive information and guidance on all pertinent matters within its jurisdiction.
* Acts as Secretary to the College Committees e.g. the Academic Board, the Disciplinary Committee, and the School Committees etc.
* Advises the Council on matters of constitutional importance including instruments and articles, legal status, responsibilities, and obligations of members.
* Oversees the Institutions health and safety policies and practices so as to maintain a safe environment for staff and students of the College.
* Be responsible for advertisement, shortlisting interviewing and final selection of students for enrollment into the College
* Maintains effective registration processes for students. Disseminates course results and arranges for the issue of student results.
* Is available, by appointment, to discuss with students matters affecting them.
* Takes charge of regulations, modularity, credit accumulation, and overall administration of the registry.
* Lectures students if required.
* Interprets the Conditions of Service.
* Ensures that inter school and inter faculty cooperation is promoted in the interest of the College as a whole.
* Represents the College on Committees, Board and Public occasions.
* Undertakes any other reasonable related duties deemed by the Rector to be appropriate.
* Directs, mentors, and guides Registrar management staff; work in collaboration with the office management staff to establish direction, priorities, and goals
* Provides leadership and oversight in developing office policies and procedures to continuously improve services provided by the Registrar’s Office, including:
* Processes grades, evaluates and records incoming transcript
* Certifies and reports enrollment to external agencies
* Tracks and clears students for graduation; producing diplomas
* Helps coordinate Orientation ceremonies
* Delivers Gambia College transcripts upon students’ request
* Makes data-informed proposals and decisions to contribute to the overall goals of the office and the Gambia College
* Oversees the development of the annual academic calendar
* Functions as the primary Gambia College data custodian for student academic records with responsibility for setting and implementing appropriate planning and policy-level standards
* Directs budget preparations and internal allocations for the Registrar’s Office
* Participates in professional development activities including, regional, and national professional associations relating to the college y
* Serves on Gambia College academic and administrative committees and serve in other capacities as needed or directed by the Gambia College.
* Performs any other related duties assigned by the Rector.

# DEPUTY REGISTRAR

**Responsibilities:**

Responsible for the general oversight and standard operation of the students’ record unit.

* Reviews and updates records, procedures and policies for the College.
* Assists the Registrar as Secretary to the Gambia College Council.
* Lectures students if required.
* Manages a current information system for the College to include:
	+ Composition of students’ profile.
	+ Student qualifications.
	+ Student performance.
	+ Student/staff ratios.
* Consolidates students’ records.
* Prepare and release of transcripts for the College as well as attestations.
* Makes arrangement for Graduation Ceremony and certificate distribution.
* Renders general assistance to the Registrar.
* Assists the Registrar as Secretary to Committees and Boards in the College.
* Ensures the accuracy of student academic records by developing procedures for maintaining academic records and recording student grades in accordance with Gambia College policies and standard records management practices,
* Provides high quality service by producing timely and accurate grade reports, transcripts, verifications of student enrollments/Certification, data reports, and other student information and interprets,
* Ensures the accuracy of student records and grading each semester/Term by coordinating audit reports and other quality assurance checks of student records which includes examining credit hours, and other critical information, requesting various reports, editing for errors, making necessary corrections, and reporting results to the Registrar.
* Verify payment of fees for academic documents issued by the College
* Oversees registration services by developing and documenting policies and procedures, implementing and maintaining effective systems, and working in cooperation with the Registrar and others to ensure academic policies and procedures are enforced and proper records are maintained.
* Oversees support services to students such as the processing of withdrawals and deferrals and resumption of programme,
* Assures compliance with the fee payment, refund, and credit policies by testing fees each semester, setting fee payment deadlines each semester, assuring the processing of cancellation reports, and setting and publishing the refund deadline each semester.
* Coordinates end-of-term processing, including but not limited to the operation of grade submission windows, end-of-session (module/term …).
* Contributes to a work environment that encourages knowledge of, respect for**,** and development of skills to engage with those of other cultures or backgrounds.
* Contributes to the overall success of the Office of the Registrar by performing all other duties and responsibilities as assigned.

# DIRECTOR OF SCHOOL

**Responsibilities:**

* Provides Administration on professional training in the school.
* Discuss workload for tutorial staff with head of academics.
* Be responsible for quality control including curriculum delivery, timetabling, coordination and assessment of courses in the school.
* Coordinates and manages examinations, booking of examination rooms, preparation of examination lists; coordination and printing of examination papers, arrangement of examination dates.
* Is available to discuss with students, parents and staff, matters affecting them.
* Pilots the review, evaluation and development of courses offered and the transmission of related information to the Deputy Rector and Registrar.
* Advise the Human Resource on staffing and providing briefs for the promotion of staff.
* Prepare briefs for the administration, the Academic Board and College Council.
* Contributes to the Rector’s annual report.
* Lectures students for a specified number of periods per week.
* Organise, supervise and participates in the continuous assessment of students.
* Is accountable for instructional leadership in the school, programme relevance and quality.
* Assures compliance of College Policy and Regulations in the School.
* Be responsible for student discipline and safety in consultation with the Rector and disciplinary committee
* Is in support of the development of courses and as a secondary commitment alongside teaching, manage own academic research activities, conduct independent research, and generate original ideas to build on existing concepts
* Assists in the maintenance of a clean and healthy environment
* Performs any other related duties that the Deputy Rector and Rector may assign.
* Be responsible to manage and retire “petty-cash” allocated for the up keep of the school

#  PRINCIPAL LECTURER

**Responsibilities:**

* Lecture students for a minimum of 12 instructional hours per week
* Lecture, tutor, [conduct practical classes using laboratory or workshop equipment], and supervise project works of students in any of the four schools in Gambia College on subject specialisation and expertise
* Is responsible for the administration of Departments and programmes within the School.
* Is responsible for the day to day adjustment of timetables as occasioned by the absence of staff.
* Calls and chairs regular meetings of department course lecturers to ensure the smooth running of courses coordination between courses, and assessing student progress.
* Liaise with course lecturers on the preparation of in course assessments.
* Arrange and organise meeting, open days, and other functions arranged by the school.
* Forging and sustaining links with other units and agencies and participation in the activities of these bodies where feasible.
* Participate in the organisation and supervision of practical (lab work, teaching, studio work, demonstration/ simulation…), fieldwork of staff and students.
* Organises, supervises and participates in the continuous assessment of students.
* Is in support of the development of courses and as a secondary commitment alongside teaching, manage own academic research activities, conduct independent research, and generate original ideas to build on existing concepts
* Assists in the maintenance of a clean and healthy environment in collaboration with the health and safety committee
* Assist the director of school with regards to student’s discipline and safety.
* Performs any other related duties that the Director of School may assign.

# SENIOR LECTURER

**Responsibilities:**

* Lecture students for a minimum of 12 instructional hours per week
* Acts as the Head of the Department and coordinator between the Head of School and the Department.
* Coordinate curriculum delivery plan for the Department and teaching of the syllabus and its supervision termly.
* Coordinates grades for the different components of the Department for final submission to the Registrar through the principal lecturer.
* Is actively involved in problem resolutions between staff and students.
* Makes arrangements for replacement of Lecturers who may be absent.
* Draws up timetables for the Department.
* Supervises all attachments and places (Teaching Practice, Clinical Practices, Agricultural attachments etc).
* Helps in the administration of professional training with the Department.
* Is available to discuss with students and parents and other staff.
* Prepares briefs for the Head of School and the Academic Board.
* Lecture, tutor, [conduct practical classes using laboratory or workshop equipment], and supervise project works of students in any of the four schools in Gambia College.
* Organises, supervises and participates in the continuous assessment of students.
* Assures compliance of College Policy and Regulations.
* Is in support of the development of courses and as a secondary commitment alongside teaching, manage own academic research activities, conduct independent research, and generate original ideas to build on existing concepts
* Assists in the maintenance of a clean and healthy environment
* Assist the principal lecturer in relation to student’s discipline and safety.
* Performs any other related duties that the Head of School may assign.

# LECTURER

**Responsibilities:**

* Lecture students for a minimum of 12 instructional hours per week
* Lecture, tutor, [conduct practical classes using laboratory or workshop equipment], and supervise project works of students in any of the four schools in Gambia College depending on subject specialisation and expertise
* Produce lecture notes, course outlines, course materials, reading lists, and reference guides
* Participates in the continuous assessment of students.
* Engage in assessment and invigilation of students during examination
* Serves as first contact for student matters relating to attendance, conduct, coursework, performance, and welfare (referring matters to appropriate others)
* Organises specific areas of the syllabus
* Gathers and analyses feedback from students, colleagues, and examiners, and modify course design, content, or delivery as appropriate
* Is in support of the development of courses and as a secondary commitment alongside teaching, manage own academic research activities, conduct independent research, and generate original ideas to build on existing concepts
* Takes part in day to day adjustment of timetables as the need arises.
* Supervises all attachments and placements (Teaching Practice, Clinical Practices, Agricultural attachments etc).
* Maintains academic standards in all schools.
* Provides remedial measures towards upgrading standards as defined above.
* Assists in the maintenance of a clean and healthy environment
* Is responsible for student’s discipline and safety in the lecture room.
* Performs any other related duties assigned by the Director of School

Assistant Lecturer

# RESIDENT TUTOR

**Responsibilities:**

***The Resident Tutor is responsible to the Rector, via the Director of School (Banjul and Basse) and is assigned the following duties:***

* Lectures, tutors, [conducts practical classes using laboratory or workshop equipment], and supervises project works of students
* Prepares and builds a register of lodging for students.
* Maintains general discipline on campus and in residence halls.
* Recommends disciplinary action by a report to the rector through the Director of School.
* Receives and investigates complaints from students after lecturing hours.
* Administers first aid treatment of students before the availability of medical support.
* Enforces household rules and regulations, and the reporting of cases of violations for disciplinary purposes.
* Guides and counsels students in residence including union and club affairs.
* Informs the Directors of Schools about the Health status of students.
* Supervises ancillary staff after normal working hours.
* Takes care of the general welfare of students in residence.
* Helps in student union activities and student affairs.
* Performs any other related duties assigned by the Rector and director of school

#

# FINANCE DIRECTOR

**Responsibilities:**

* Prepares the capital budget of the College
* Prepares the Expenditure and Revenue Budget of the College informed by directors of school and heads of units.
* Takes care of budgetary control of the College including financial monitoring, fund flow statements and accounts.
* Accounting and bookkeeping of all transactions pertaining to College finance including the extraction and preparation of Annual Accounts.
* Is responsible for the payment of salaries and allowances of staff, students, and making authorised deductions from all such payments.
* Supervises and directs of Accounts Staff.
* Advises on overall financial policy of the College.
* Takes responsibility for the financial management of the College.
* Reports to the Rector on the matters of College finances.
* Share with SMT the financial report of the college
* Takes responsibility for payment of wages, loans and gratuity to College staff.
* Takes responsibility for the receipt accounting the financial administration of all fees and other finances in respect of the College.
* Oversees the process for collecting students tuitions fees, transcript fees, including monitoring proper documentation, providing training, enforcing procedures regarding money handling and reconciliation, and coordinating with Internal Audit, the Bursar, and other related offices.
* Administers all Insurance Schemes taken by the College.
* Controls Sundry Debtors and Creditors accounts.
* Prepares electricity, rent and other charges and makes necessary deductions from salaries and wages).
* Prepare and disburse budgetary allocations to schools/ units
* Is a member of the Finance Committee of the Council.

# Finance Assistant

**Responsibilities:**

* Responds to straightforward enquiries, providing advice on financial procedures and policies and referring to the Finance officer where necessary
* Is responsible for updating, providing and distributing standard financial budget reports on a weekly/monthly basis to the finance director
* Is responsible for the preparation of invoices for payment
* Processes invoices and deal with anomalies, escalating complex queries to the most appropriate person
* Maintains databases and update records, checking figures for errors and omissions
* Ensures all financial transactions are carried out in accordance with the Gambia college and external financial regulations
* Receives monies, noting them accurately, photocopying and filing for internal records and submitting to the Finance Officer for banking and reconciliation
* Maintains Finance/units’ petty cash
* Any other duties as may be assigned by the Director of Finance

#

# SECRETARY

**Responsibilities:**

* + Is responsible for typing all confidential correspondence including reports.
	+ Books dates and appointments of guests and receives guests .
	+ Attends to students and directing them to officers responsible for their various problems.
	+ Receives in-coming mails/Despatching out-going mails.
	+ Files correspondence and taking care of files
	+ Prepares requisition for stationery and office supplies and controlling their use.
	+ Operates and manages office equipment.
	+ Receives telephone calls and recording messages
	+ Works amicably with staff and students.
	+ Performs any other duties assigned to him/her.

# Facilities Manager

**Responsibilities:**

* Is responsible for the general maintenance, repairs and building of all civil works and other physical structures in the College.
* Provide a high level of customer service at all times, including handling ad hoc enquiries from building users and other customers in a professional and courteous manner, either resolving or referring on to others as appropriate
* Engages and supervises of the casual labour force.
* Is responsible for the general supervision of junior technical staff of the College.
* Maintains and repairs of buildings, landscaping work at Urban and provincial campuses.
* Provides Estimates/Expenditure of College work.
* Supervises of the mechanic, the plumber, the electrician and mason of the College.
* Perform any other related duties assigned.

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# Facilities Assistant / Assistant work supervisor

**Responsibilities:**

* Provide a high level of customer service at all times, including handling ad hoc enquiries from building users and other customers in a professional and courteous manner, either resolving or referring on to others as appropriate
* Sets up meeting rooms, lecture theatres and other events as required, moving furniture and setting up audio visual aids as required
* Carries out basic repairs and maintenance to buildings and equipment
* Supervise and assist in general cleaning duties as required in the buildings and grounds.
* Carries out some security-related duties; this may include reception duties, checking of identities, and opening and locking up procedures
* Reports new jobs and record completed jobs for the Facilities team using IT system
* Receives, document and dispatch goods and services including post
* Monitors and maintains a high standard of health and safety by undertaking regular building checks and resolving or reporting any issues that arise
* Maintains a high standard of service to the building users by proactively identifying areas requiring maintenance

#  PRINCIPAL LIBRARIAN

**Responsibilities:**

***Administrative Duties and Responsibilities***

* Participating in meetings of College Management, Finance and Library Committees.
* Participating in meetings of the Academic Board.
* Direct budget preparations and internal allocations for the Library
* Executing library policies, which involve determining priorities, setting deadlines for specific tasks and briefing staff. Establishing lines of responsibility and areas of delegation.
* Coordination – Coordinating management of all library collections. Coordinating library activities by producing staff manuals, reports and conducting staff meetings.

(NB. These provide the opportunity for tackling problems and serve to inform staff of new policies and plans).

* Public Relations – Conferring with library donors an/or users in all two libraries. The Principal Librarian frequently meets individuals, organisations or groups to discuss specific questions concerned with library policies and services or needs of specific library collections.
* Giving professional information, conferring with visiting librarians who have come to investigate library problems of various kinds in connection with various research projects, answering letters of enquiry on such subjects as library policies, procedures, special services or other administrative questions
* Reference or information work and assistance to readers:
* Formulates rules and regulations to control the use of all services available to library users i.e. hours of opening, conditions of membership and use.
* Makes staff assessments for promotions, salary increases, confirmation of appointments. Preparing proposals for the training of both professional and paraprofessional.
* Publicises the services of the Library to promote understanding of its objectives. Prepare guides to the services, giving the layout and functions of the various departments and the use of the catalogues.
* Participates in professional activities:
	+ Prepares a framework for inter-library cooperation.
	+ Cooperates in national/international library events such as exhibitions, displays, book-weeks, conferences and workshops.
	+ Participates fully in professional associations such as the Gambia Library Association.
* ***Technical Duties*** – Supervising selection and withdrawal of library materials. The selection of library materials requires constant and extensive reading and consideration, a broad background knowledge of the literature, ideas, terminology and leading sources in many fields, knowledge of bibliographical lists of all books to formulate a written book selection policy.
* ***Responsible for stock editing*** – control of the quality and range of the existing stocks of materials in the library.
* ***Acquisition*** – Control the acquisition budget correspondence with publishers, suppliers etc. Ordering all types of library materials. Make decisions on methods of acquisition i.e. gifts, exchanges or purchases.
* Initiates staff exchange programmes with other libraries and information centres locally and abroad.
* Initiates donations and exchanges with libraries locally and abroad and other philanthropies.
* Counsels for staff on personal and or job related problems.
* Performs any other duties assigned to him/her by the Administration.

# SENIOR LIBRARIAN

**Responsibilities:**

* Deputises the Principal Librarian when necessary.
* Supervises the School of Nursing and Midwifery – to ensure efficient and proper functioning in accordance with guidelines laid down.
* Consults with the Librarian to layout and assign individual work, schedules to ensure that staffs are effectively employed.
* Consults with the Librarian to prepare staff duty rosters and leave rosters.
* Participates in professional activities:
	+ Handling records for inter library cooperation
	+ Organising library promotion activities
	+ Participating in professional associations such as the Gambia Library Association.
* Confers with library users – meet with individuals and organisations to discuss specific questions concerned with library policies and services.
* Gives professional information.
* Selects and withdrawal of library materials:
* Initiates a materials exchange programme with other Libraries and information centres locally, corresponding with publishing supplies etc.
* Stock editing – Controlling the quality and range of the existing stocks of materials in the Library.
* Catalogues and Classification – establish cataloguing and classification policies stating, carry out descriptive cataloguing, cataloguing special materials
* Supervises filing and catalogue maintenance
* Publicises the services of the Library to promote understanding of its objectives.
* Prepare guides to the services, giving the layout and functions of the various departments and the use of the catalogues.
* Provides Practical on-the-job training of professional and paraprofessional staff recruits.
* Performs any other duties assigned to him/her by the Rector Librarian or College Administration.

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# SENIOR LIBRARY ASSISTANTS

**Responsibilities:**

1. Provides on-the-job training and supervision of junior library assistants.

1. Supervises the Circulation Department (or Pending Department)
2. Keeps minutes of staff meetings.
3. Prepares routine correspondence e.g. to publishers and suppliers asking for catalogues etc. or acknowledging receipt of materials.
4. Receives ordered materials:
5. Writes order cards from marked catalogues.
6. Locates simple bibliographical information i.e. checking Book Trade Catalogues, periodical indexes etc for publication data – author, title, publisher etc.
7. Interprets library rule especially explaining lending rules.
8. Carries out stocks taking.
9. Performs simple descriptive cataloguing – from CIP input mainly – or books in English Microfiche.
10. Maintains records of serial publications.
11. Prepares simple classification
12. Performs any other duties assigned to him/her.

# LIBRARY ASSISTANT

**Responsibilities:**

1. Shelving of reading materials to ensure that books and other materials are in their correct place.
2. Keeping shelves tidy (daily routine).
3. Registering readers – preparing borrowers tickets.
4. Changing date stamps and calendars (daily routine).
5. Circulation work – involves the issuing, renewing, reserving, receiving and discharging of library materials.
6. Inspecting returned books and other materials to ensure the protection of books of special value.
7. Carrying out minor repairs on damaged books.
8. Identifying overdue loans and issuing overdue notices.
9. Explaining lending rules to users.
10. Processing of library materials – applying ownership stamps to new stock, affixing book pockets, date labels and spine labels.
11. Filling catalogue cards (on the rod) and catalogue maintenance – replacing worn and damaged entries, preparation of labels for catalogue drawers.
12. Lettering and labelling library notices and guides.
13. Locating simple bibliographical information i.e. checking Book Trade Catalogues and Periodical Indexes for publication data (author, title, publisher, price etc.). Writing order cards from marked catalogues.
14. Any other duties assigned to him/her.

# Administrative Assistant

**Responsibilities:**

* Has a general responsibility for the administrative support for a number of departmental functions including recruitment, finance and student administration.
* Acts as first point of contact in the administration office for students, staff and visitors.
* Responds to general enquiries interpreting College and external regulations as appropriate
* Assists in producing and maintaining a number of sources of information on the website and in publications
* Makes administrative arrangements for training and events including room booking, catering, travel and accommodation arrangements for staff
* Follows administrative procedures, write new office procedures and set up new office systems
* Organises mailings for training and events, maintain mailing lists
* Compile agendas and draft minutes for team meetings
* Collates and circulate appropriate data. Create and maintain spread sheets and other data tables
* Assists with staff recruitment: prepare job adverts, job descriptions and further particulars, letters of acceptance and standard contracts, collate applications and compile interview schedules
* Performs any other duties assigned by the immediate supervisor

# Laboratory Technician

**Responsibilities:**

* Assists with basic scientific procedures, e.g. cell culture, microscopy and standard biochemical techniques.
* Stores and organises samples and record results in a clear and organised fashion
* Communicate basic information and answer general enquiries
* Enters and maintains information on databases
* Provides assistance in the day-to-day running of the laboratory
* Maintains equipment, including washing, sterilisation and disposal, perform quality checks and contribute to the general cleanliness and upkeep of the laboratory space
* Keeps up to date with and advises on matters relating to Good Laboratory Practice (GLP), Health and Safety and other regulations relevant to the post
* Teaches specific number of periods per week if required.

# Human Resource Director

**Responsibilities:**

**The Development of the Human Resources unit**

* Oversees the implementation of Human Resources programs through Human Resources staff.
* Monitors compliance to established standards and procedures.
* Identifies opportunities for improvement and resolves any discrepancies.
* [Oversees and manages the work](https://www.thebalance.com/hr-leadership-strategy-4073603) of reporting human resource staff.
* Encourages the ongoing development of the college staff.
* Develops and monitors an annual budget that includes Human Resources services.
* Conducts a continuing study of all Human Resources policies, programs, and practices to keep management informed of new developments.
* Leads the development of [department goals, objectives, and systems](https://www.thebalance.com/beyond-traditional-smart-goals-1916765).
* Establishes departmental measurements that support the accomplishment of the [College’s strategic goals](https://www.thebalance.com/build-a-strategic-framework-through-strategic-planning-1916834).
* Directs the preparation and maintenance of such reports as are necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.
* Develops and administers programs, procedures, and guidelines to help [align the workforce with the strategic goals](https://www.thebalance.com/how-to-make-strategic-planning-implementation-work-1919184) of the College.
* Participates in executive, management, and staff meetings and attends other meetings and seminars.
* Establishes and leads the [standard recruiting and hiring practices](https://www.thebalance.com/a-checklist-for-success-in-hiring-employees-1916814) and procedures necessary to recruit and hire a [superior workforce](https://www.thebalance.com/want-a-superior-workforce-1916768) in other words responsible for the attraction, recruitment, retention, motivation and promotion of staff.
* Oversees the managements, efficiency, and discipline of staff.
* Interviews management- and executive-level candidates; serves as interviewer for position finalists.
* Chairs any employee selection committees or meetings.
* Develop and execute a retirement plan for college employees
* Manages the human resources information system
	+ Personnel data
* Leads the implementation of the [performance management system](https://www.thebalance.com/performance-management-process-checklist-1918852) that includes [performance development plans](https://www.thebalance.com/performance-development-planning-1916761) (PDPs) and service level agreements
* Establishes an in-house employee training system that addresses training needs including training [needs assessment](https://www.thebalance.com/employee-training-4073607), [new employee orientation](https://www.thebalance.com/employee-training-4073607) or onboarding, management development, production cross-training, the measurement of training impact, and [training transfer](https://www.thebalance.com/employee-training-4073607).
* Assists managers with the selection and contracting of external training programs and consultants.
* Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of [employee morale](https://www.thebalance.com/you-can-boost-employee-morale-1918107) and motivation.
* Conducts investigations when employee complaints or concerns are brought forth.
* Monitors and advises managers and supervisors in the [progressive discipline system](https://www.thebalance.com/what-progressive-discipline-1918092) of the College. Monitors the implementation of a performance improvement process with non-performing employees.
* Reviews, guides, and approves management recommendations for [employment terminations](https://www.thebalance.com/how-to-fire-with-compassion-and-class-1917908).

#

# Human Resource Assistant

**Responsibilities:**

* Act as first point of contact for enquiries from employees, line managers and the general public by telephone, email and face to face, answering straightforward questions or redirecting as appropriate
* Accurately maintain all confidential personnel files
* Manage the administration of recruitment exercises which will include; placing advertisements, generating letters to applicants and preparing short listing packs
* Edit job advertisements and job descriptions to ensure that they comply with Gambia college guidance and best practice
* Prepare standard letters of appointment and contracts
* Gather information for work permit applications where necessary
* Complete all monthly payroll changes, ensuring that the correct funds are utilised, and adhering to the Gambia college’s deadlines
* Book meeting rooms and make administrative arrangements in support of HR team activities

|  |
| --- |
| Quality Assurance Director  |
| **Responsibilities:** |
| * Is responsible for planning, developing, and directing quality assurance policies, programs, and initiatives.
* Directs process and product testing to ensure materials, parts, and products comply with established quality standards and government regulations.
* Develops, implements, and revises quality standards, tools, and methods.
* Evaluates the performance of the production process and quality of resulting products to improve existing methods of operation.
* Requires knowledge of company, industry, and governmental regulations affecting product quality.
* Reports to top management.
* Manages through subordinate managers and professionals in larger groups of moderate complexity.
* Provides input to strategic decisions that affect the functional area of responsibility.
* May give input into developing the budget.
* Capable of resolving escalated issues arising from operations and requiring coordination with other departments.
* Discusses/negotiates on accreditation with external bodies pertaining to quality assurance issues.
 |

# Security Officer

**Responsibilities:**

Provides security service to ensure 24-hour safety on College premises

* Conduct patrols of College premises in order to identify hazards and prevent loss, damage or injury to College premises, or users, by foot and by vehicle
* Provide the immediate response to reported incidents and where required, ensure the prompt referral to emergency services
* Provide security cover at events and ceremonies as and when required
* Ensures that the movement of persons in and out of the campus is monitored
* Open and close all entrances gates to the college
* Maintains a detailed Duty Occurrence Log
* Answers all incoming telephone enquiries (Emergency and Non-Emergency) from the main gate
* Locks and unlocks buildings and premises as designated and report all faulty locks to work supervisor/ Facility manager

# Research and Development Director

**Responsibilities:**

* Designs, plans, directs and evaluates the activities which impact institutional research and effectiveness, strategic and operational planning and resource development;
* May design the research aspects of the student assessment system;
* Provides research support for strategic, budget and operational planning activities; directs the college's institutional research agenda;
* Plans for collection and analysis of quantitative and qualitative data on institutional effectiveness, with special focus on student outcomes assessment
* Collects and analyzes data and develops reports to aid program evaluation and decision making for college operations and budgeting; directs partnership development activities of the college for pertinent projects;
* Develops and maintains liaison with other research, planning and development networks and organizations;
* Manage database and computer support systems to support decision making for institutional effectiveness; prepares and monitors budget;
* Participates in appropriate committees; may supervise assigned staff; performs related duties as assigned.

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# Assistant Research and Development officer

**Responsibilities:**

* Supports the Director in directing and implements an organization's research and development policies, objectives, and initiatives.
* Ensures research and development activities that will maintain the organization's competitive position and profitability.
* Consults with top management and research and development team and makes recommendations based on research findings and product performance.
* Reports to top management Research and Development Director.
* Manages a departmental sub-function within a broader departmental function.
* Creates functional strategies and specific objectives for the sub-function and develops budgets/policies/procedures to support the functional infrastructure.

# Chief Driver/Assistant chief Driver

**Responsibilities:**

* Organises a schedule for drivers for services within the Gambia College environs on a monthly basis
* Keeps track of timely car insurance renewals
* Services vehicle maintenance management
* Facilitates the renewal of drivers licenses and Vehicles licenses
* Updates monthly mileage records
* Maintains log book of each service vehicle on daily basis
* Schedules annual vehicle examination for service vehicles with the Transportation department and apply for the renewal for the vehicle license
* Determines when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, especially car tyre condition
* Provides secure and timely driving services to transport passengers and/or goods both with the Gambia College environs and up country.
* Facilitates airport pickups for VIP visitors and transportation during official visits
* Ensures sound running of the vehicles assigned and arrange minor repairs where necessary
* Distributes mail as needed, both incoming and outgoing where necessary
* Delivers correspondence to government authorities and assist in processing various permits (such as airport pass etc.)
* Checks oil and tyres properly and keep the service vehicles in clean condition, both inside and outside
* Supports administration section as a messenger by assisting with the mail deliveries, both incoming and outgoing
* Performs any other duties assigned by superiors

# Driver

**Responsibilities:**

* Provides secure and timely driving services to transport passengers and/or goods both with the Gambia College environs and up country.
* Delivers payment transfers to the bank and/or the suppliers, conduct cash purchases for office expenditure
* Distributes mail as needed, both incoming and outgoing
* Delivers correspondence to government authorities and assist in processing various permits (such as airport pass etc.)
* Facilitates airport pickups for VIP visitors and transportation during official visits
* Schedules annual vehicle examination for service vehicles with the Transportation department and apply for the renewal for the vehicle license
* Ensures sound running of the vehicles assigned and arrange minor repairs where necessary
* Checks oil and tyres properly and keep the service vehicles in clean condition, both inside and outside
* Maintains log book of each service vehicle on daily basis
* Supports administration section as a messenger by assisting with the mail deliveries, both incoming and outgoing
* Performs any other duties assigned by superiors

# Head of procurement

**Responsibilities:**

The Procurement Officer is responsible for the timely procurement and delivery of high quality, low-cost products and the proper processing of assigned customer orders.

In order to carry out these responsibilities, the Procurement Office selects and evaluates the performance of suppliers, oversees the customs clearing process and coordinates the processing of assigned customer orders.

* Leads the development and implementation of procurement policies and system strategies to support tendering, contracts management, spend analytics and supplier performance management.
* Drives continuous improvement, best value and quality improvements within the team and departments in challenging existing practices and actively seek ways to achieve better outcomes, contributing to ensure key performance and financial targets are met and corrective action taken where necessary.
* Reports to the senior management team and respective committees as may be required from time to time to provide up to date status reports on procurement to include development, demonstrate value for money and compliance to GPPA regulatory procurement requirements.
* Ensures all aspects of regulatory compliance are adhered to in regard to the respective Procurement Policies and external requirements of the GPPA procedures and implement strategies that safeguard the Gambia College’s contractual and commercial risk.
* Develops excellent and effective collaborative relationships with key stakeholders and external providers and other agencies to ensure strategic and operational needs are fully understood and incorporated.
* Implements appropriate Frameworks including but not limited to GPPA and Gambia College.
* Establishes and manages future demand and capacity planning including the development to supplier risk management.
* Promotes importance of procurement across the organisation and best practice through continuous improvement
* Acts as the principle conduit for formal communications with external companies during the procurement process.
* Facilitates development of relationship with existing and potential suppliers.
* Works within the relevant legislation, policies and procedures.
* Undertakes other duties not specifically stated which from time to time are necessary without altering the nature or level of responsibility

# Assistant Procurement Officer

**Responsibilities:**

The assistant procurement Officer reports to the Head of Procurement and receives verbal and written direction and instructions.

* Ensures the timely delivery of quality products at the lowest possible cost:
	+ Participates in the selection of suppliers based on a criteria
	+ Complies with the GPPA procedures and regulations
	+ Conducts a comparative analysis on supplier prices
	+ Reviews and evaluates the performance of the suppliers
	+ Processes the necessary clearance documents
	+ Closely liaising with the clearing agents
* Ensures the proper management of procurement department operations in the absence of the Head of department:
	+ Carries out all necessary procurement activities
* Ensures the proper processing of assigned orders:
	+ Verifies quantification of orders
	+ Verifies that the required order is within the agreed budget
	+ Submits final invoices to the Finance and Accounts unit

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# Farm Manager

**Responsibilities:**

* Oversees farm operations on the Gambia College Teaching Farm to support the teaching and production needs and good land stewardship.
* Carries out on-farm education for student workers and cooperators.
* Serves as a mentor and educator to beginner farmers
* Optimizes crop and livestock production at Teaching Farm
* Assists in developing a schedule of workshops / enrichment sessions for the farm Cooperators.
* Assists in leading the workshops / enrichment sessions, which may include demonstrations on the farm, guest speakers, hands-on activities, and extension staff.
* Communicates with student workers what needs to be accomplished during work shifts.
* Conducts daily farm walks with student workers to teach seasonal concepts, identify pests and diseases, and answer questions.
* Creates curriculum materials as needed for educational sessions
* Acts as a resource for program information for project partners, grant proposals, and community members.
* Develops and implements a production management plan consistent with farm production practices
* Includes a planting schedule, harvest goals, crop selections, plans for rotations & sequencing of plantings, cultivation, pest and disease management, harvesting, and soil fertility.
* Completes a planting schedule for the season and the summer seed order to give a head start on the season.
* Records, itemizes, and submits receipts for operational expenses.
* Places orders for seed and farm supplies.
* Researches and orders tools and farm equipment in accordance with budget. Helps procure donations of farm tools, services, and supplies.
* Oversees harvest and post-harvest handling.
* Creates weekly To-Do list for the soil’s and the crops’ needs as part of the field update.
* Identifies when to perform tractor and equipment maintenance as needed.
* Performs or ensures entry of data pertaining to harvest, seed source, pest and disease management, fertilizer application and other information as needed.
* Maintains property maintenance as needed (mowing, building/fence repairs, weed-eating, chemical weed control, asphalt repair).

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# Records Manager

**Responsibilities:**

* Oversee the management of electronic and/or paper-based information;
* Identifies the most appropriate records management resources;
* Designs and develops filing systems, business classification schemes and undertake records surveys;
* Sets up and review documenting records systems;
* Establishes retention and disposal schedules;
* Advises on new records management policies, providing a framework to guide your staff in the management of their records and use of the employer's records system;
* Standardizes information sources throughout an organisation or group of organisations;
* Manages the changeover from paper to electronic records management systems;
* Responds to information enquiries, giving appropriate access to information;
* Ensures compliance with relevant legislation and regulations;
* Preserves corporate memory and heritage;
* Manages budgets and resources;
* Trains and supervises records staff.

# Director of ICT

**Responsibilities**

* Works closely with the administration to providing required ICT support for the smooth running of College business operations.
* Represents ICT department in The Gambia College Senior Management Meetings on ICT matters, issues and decision-making process.
* Prepares strategic and operational plans for the Information Communications Technology Department to ensure that all necessary ICT tools, processes and systems are in place to meet the requirements of the business operations and contributes to the achievement of short and long-term goals of the Gambia College.
* Manages and provides oversight for the implementation of an ICT systems, security strategy and disaster recovery plan that minimizes the risk of data loss.
* Ensures the security of student academic records by developing procedures for maintaining academic records and recording student grades in accordance with Gambia College policies and standard records management practices,
* Ensures development, implementation and maintenance of all policies related to ICT services
* Develop and manage the planning and budgeting for the ICT services to ensure that resources are used to provide best in class ICT services that are in line with The Gambia College’s growth.
* Develops the sourcing strategy to ensure appropriate procedures are in place to select equipment and services vendors.
* Oversees the implementation and maintenance of technology infrastructure in line with college’s growth plans, and changing operational requirements or technological advancements.
* Oversees ICT special projects, including planning, scheduling, managing and progress reporting for systems implementations.
* Leads a team of professionals within own area of control.
* Directs and supervises subordinates to ensure they fulfill their duties in the ICT function.
* Participates in teaching ICT programs and courses of The Gambia College

#  Rector ICT Officer

**Responsibilities**

* Ensures appropriate data security and access controls considering both local and wide area issues,
* Draws and schedules preventive maintenance of ICT infrastructure,
* Develops training materials, operating and user manuals,
* Implements policies and procedures to govern activities in the department,
* Carries out feasibility studies for areas to be computerized,
* Evaluates systems and ensuring adherence to established performance standards,
* Maintains primary, backup and disaster recovery data servers,
* Ensures work and changes to the ICT infrastructure components are undertaken,
* Co-ordinates administration and maintenance of LAN & WAN,
* Compiles progress reports on the operations of ICT systems,
* Participates in teaching ICT programs and courses of The Gambia College
* Performs any other duty assigned by Head of ICT

# Senior ICT officer (Senior Network Administrator)

**Responsibilities**

* Is responsible for the network, from architecture, design and documentation through deployment and maintenance
* Designs, deploys, monitors and troubleshoots wide area network using a variety of network equipment, software and protocols including network routers, wide area network protocols, MPLS, Frame Relay and private leased lines. IPsec VPNS, dynamic routing protocols (BGP, OSPF, and EIGRP), access list, bandwidth management, WAN QoS and Cisco IOS.
* Designs, implements, supports and manages of complex data and voice networks
* Designs, installs and configures security infrastructure as well as NMS (Network Management System)/ monitoring tools.
* Conducts research on network products, services and protocol and standard in support of network procurement and development efforts.
* Creates and enforces network infrastructure policies and procedures.
* Participates in teaching ICT programs and courses of The Gambia College
* Performs any other duty assigned by Head of ICT.

# Senior ICT officer (Senior Database Administrator)

**Responsibilities**

* Designs, implements, configures and supports large and heavy Databases
* Performs database and application administration, performance , turning ,backup and recovery
* Implements database and application administration activities such as modifications, enhancement, expansions and capacity planning
* Provides in depth technical expertise of database and application management systems including database architecture, installation and technical support of DBMS software.
* Keeps up to date with latest technical development in the related field.
* Identifies proactively, troubleshoots and resolve live database systems issues
* Recommends standards and procedures for acquisition of database systems to ensure quality control and compliancy of requirement specifications.
* Mentors new database developers as they come on board
* Plans, processes and performs with limited/no assistance from the supervisor
* Participates in teaching ICT programs and courses of The Gambia College
* Performs any other duty assigned by Head of ICT.

# ICT Officers

**Responsibilities**

* Designs, develops and modifies software, hardware and other applications
* Develops user requirements and specifications for software and equipment
* Carries out operations and Data analysis in ICT sector
* Provides ICT technical expertise, feedback and guidance
* Works with software/hardware supplies in the development and implementation of solutions
* Tests and reviews of products and solutions
* Provides Technical support services for infrastructure such as desktop and mobile clients, servers, operating systems, storage.
* Participates in teaching ICT programs and courses of The Gambia College
* Performs any other duty assigned by Head of ICT.

# ICT officer (Network Administrator)

**Responsibilities**

* Designs, deploys, monitors and troubleshoots local area networks using a variety of network equipment, software and protocols.
* Monitors network traffic to identify problems and make capacity planning recommendations with help of the NMS (Network Management System) and monitoring tools
* Troubleshoots problems with network and security infrastructure, including routers, switches, firewalls, VPN, proxy servers and make corrective actions when necessary
* Prepares and regularly updates network documentation and records including network maps, IPAM, authentication and security information and layer 2/3 outlines and design information
* Develops and document system standards for computers and network devices
* Interact and negotiate with vendors, outsourcers and contractors to procure network products and services
* Forecasts any needed improvements, budget for and implement any changes
* Provides training and technical support for college community with varying levels of IT knowledge and competence.
* Participates in teaching ICT programs and courses of The Gambia College
* Performs any other duty assigned by Head of ICT.

# ICT officer (Database Administrator)

**Responsibilities**

* Builds database scheme, tables, procedures and permissions
* Develops database utilities and automated reporting
* Creates shell script for task automation
* Creates, tests and executes data management language
* Analyzes and sustains capacity and performance requirements of database
* Analyzes, consolidates and tunes database for optimal efficiency
* Monitors system and performs for availability
* Oversees backup, clustering, mirroring, replication and failover
* Restores and recovers corrupted databases
* Installs and tests upgrades and patches
* Implements security and encryption
* Evaluates and recommends new database technologies
* Designs and document database architecture and data modelling
* Participates in teaching ICT programs and courses of The Gambia College

# ICT officer (Web Master)

**Responsibilities**

* Is responsible for the design of web pages, including graphics and animation
* Monitors web server and site technical performance
* Implements search engine optimization strategies
* Manages and updates websites as required
* Maintains content and oversees day to day management of websites
* Performs backup and restore of a website
* Analyzes log files and make website more accessible
* Configures proxy server and firewall
* Ensures security and availability of websites
* Creates and manages all the official social media platforms of The Gambia College
* Participates in teaching ICT programs and courses of The Gambia College

# ICT officer (Multimedia Designer)

**Responsibilities**

* Designs and develops multimedia based layouts, graphics, animations, video, etc.
* Performs technical duties in the production of web based video and audio projects, video streaming and other multimedia productions.
* Troubleshoots, tests, analyzes technical problems and determine solutions
* Provides technical support to staff including lecturers and students.
* Works collaboratively with the web master, web developer, content writer and other colleagues to develop creative multimedia materials for Gambia College website.

# ICT Assistant

**Responsibilities**

* Generally, assists the day to day operations of ICT Department, various schools and College administrative work.
* Provides Data entry works at school levels such as grade entries
* Supports admission processing
* Assists Head of ICT
* Provides PC Hardware and maintenance support for staff and students
* Teaches basic ICT user skills
* Performs any other duty assigned by Head of ICT and other senior ICT officers.