

**VACANCY: INFORMATION TECHNOLOGY OFFICERS (46 POSITIONS)****FIXED-TERM CONTRACT OF 3 YEARS****REFERENCE: UASF-VAC-001-2023/24****1 BACKGROUND**

The Universal Access and Service Fund (UASF or the Fund) is a development-oriented entity that was established in April 2014 to promote national access to essential communication services (telecommunications, Internet, broadcasting and postal). In guarding against possible discrimination in terms of geographical location and income status of individuals and communities, price and quality of communication services, the UASF promotes universal access through providing financial assistance (subsidies or grants) to different entities to enable delivery of services to areas that may be deemed commercially unviable. The Fund is situated at the Head Office of its Secretariat, Botswana Communications Regulatory Authority (BOCRA), Plot 50671, Independence Avenue, Gaborone.

The UASF invites applications from qualified citizens of Botswana for the Position of Information Technology (IT) Officers tenable at Primary Schools in the Goodhope District.

The 46 Primary schools are listed below. Applicants should apply for a maximum of **Three Preferred Primary Schools** from which the successful applicant will be considered for only **One School**.

However, the UASF does NOT guarantee placement of successful applicants at their preferred schools. A candidate may be placed at any other school within the Goodhope District.

2 MAIN PURPOSE OF THE JOB

POSITION TITLE: Information Technology Officer

Main Purpose of the Job:

- i) To provide necessary assistance with installation, maintenance and administration of computer equipment, networks and software systems in a Government Primary School and extend the same duties to other facilities such as Clinics, Health Posts and Kgotla Offices in the village of placement.
- ii) To participate in the process of imparting ICT skills and knowledge to learners, teaching staff and non-teaching staff in Primary Schools and in other government facilities such as Clinics, Health Posts and Kgotla Offices in the village of placement.

Key Performance Areas

- Ensures that all systems, equipment, devices and Internet connectivity are up and running, securely stored and recorded in a regularly updated inventory.
- Works with relevant teams and provides first line support and maintenance of computer equipment, Internet connectivity and other ICTs in the government facilities.
- Assists in the processes of integrating ICTs into daily operations of identified government facilities.
- Assists in the processes of integrating ICTs into teaching and learning within the school as provisioned by the master timetable.
- Conducts necessary research that includes data collection, data analysis and packaging, data presentation and reporting, on different ICT related issues within the assigned facilities.





3 ORGANISATIONAL RELATIONSHIPS

Accountable to:

- i) Supervisor as assigned by School Leadership
- ii) School Head
- iii) Regional IT Officer (MoBE and DIT under the Ministry of Transport and Communications)

Liaises with

- i) Assigned officers from Ministry of Basic Education (MoBE)
- ii) Assigned officers from Botswana Communications Regulatory Authority (BOCRA)
- iii) Other IT Officers in the district of placement
- iv) Service providers/suppliers contracted for facilities of accountability

4 AUTHORITIES DIMENSIONS:

Financial: May contribute to the drawing of budget for ICT necessities such as devices and software at the levels of assigned facilities

Assets: Computers, Peripherals, Software, Safety Clothing and any relevant working tools

5 COMPETENCIES:

- Excellent analytical thinking and diagnostic skills.
- Excellent communication and customer service skills.
- Ability to work and achieve goals without close supervision.
- Ability to diagnose hardware and software problems diligently.
- Ability to conduct training and informational sessions.
- Ability to code in a universally recognised programming language
- Ability to conduct research
- Ability to monitor ICT and projects and produce periodic reports
- Pro-active and initiative.
- Self-starter.
- Effective Team player.
- Good interpersonal relations

6 CORE ACCOUNTABILITIES AND ACTIVITIES

- Assist in the installation, maintenance and administration of software systems.
- Assist in the installation, maintenance and administration of the computer network.
- Troubleshooting, support, maintenance of IT equipment.
- Provide end-user support and administration.
- Ensure timely recording and reporting of all problems to do with all IT equipment.
- Plan and schedule all work within target, keeps updated records and prepares monthly/quarterly reports on all areas of work.
- Maintain functional computer laboratories and a regularly updated inventory of ICT equipment.
- Train users on the use of computers and useful packages such as Microsoft Office applications, to ensure transfer of skills on general computer usage, data capturing, report generation, basic programming etc.
- Orientation, induction and introducing users to coding.
- Participates actively on any computer-based projects, tasks or activities running in the facilities of responsibility.
- Identify and work with community groups in the village/region on ICT related engagements.
- Undertake different areas of ICT research in the region of deployment.
- Evaluating and reporting to MoBE, DIT and the BOCRA/UASF on the general progress and status of ICTs in the assigned facilities.
- Advising on the choice of e-books, equipment, applications, and other educational resources for the benefit of users.
- Contributing to the development of suitable digital literacy content.
- Assist the school in setting up a fully functional ICT Club.
- Develop and implement ICT solutions capable of addressing day to day challenges in the assigned facilities.
- Identifies resources needed to carry out one's duties
- Proposes training needs.



7 EDUCATIONAL QUALIFICATIONS: Degree in Computer Science, Computer Engineering, Information Technology/Systems or equivalent.

8 EXPERIENCE: No experience is required. The position is at entry level.

9 TERMS OF EMPLOYMENT: Fixed-Term Contract of 3 Years

10 RESERVATION AND PREFERENCE

- The IT Officer positions are reserved for citizens of Botswana only.

11 APPLICATIONS: Only candidates that meet the stipulated requirements should apply and enclose the following;

- Certified Copy of National Identity Card (Omang)
- Curriculum Vitae
- Certified copy of Certificate(s)
- Certified copy of Transcript

IMPORTANT: Applications should be sent through the link below:

Link is <https://bit.ly/3U4Sdn6>

NB: IT Officers who have already been deployed to various villages and schools under The UASF are not eligible to apply.

The UASF will respond to shortlisted candidates only.

For further information or clarification please contact the Human Resources Department at +267 3685500.

12 APPLICATION CLOSING DATE: 1 February 2024

13 LIST OF PRIMARY SCHOOLS

13.1 Goodhope District Primary Schools





	NAME OF PRIMARY SCHOOL	LOCATION/VILLAGE
1.	BOROBADILEPE PS	BOROBADILEPE
2.	CWAANYANENG PS	CWAANYANENG
3.	DIGAWANA PS	DIGAWANA
4.	DIKHUKHUNG PS	DIKHUKHUNG
5.	DINATSHANA PS	DINATSHANA
6.	GAMAJAALELA PS	GAMAJAALELA
7.	GATHWANE PS	GATHWANE
8.	GOODHOPE PS	GOODHOPE
9.	GOPONG PS	GOPONG
10.	KANNGWE PS	KANNGWE
11.	KGORO PS	KGORO
12.	LEJWANA PS	LEJWANA
13.	LEPORUNG PS	LEPORUNG
14.	LOGAGANE PS	LOGAGANE
15.	LORWANA PS	LORWANA
16.	MABULE PS	MABULE
17.	MAGORIAPITSE PS	MAGORIAPITSE
18.	MAIPHITLHWANE PS	PITSANE
19.	MAROJANE PS	HEBRON
20.	METLOBO PS	METLOBO
21.	METLOJANE PS	METLOJANE
22.	MMADITLOU PS	MADINGWANE
23.	MMAKGORI PS	MMAKGORI
24.	MMATHETHE PS	MMATHETHE
25.	MOGOJOGOJO PS	MOGOJOGOJO
26.	MOGWALALE PS	MOGWALALE
27.	MOKATAKO PS	MOKATAKO
28.	MOKGOMANE PS	MOKGOMANE
29.	MORELELO PS	RAKHUNA





30.	MOSI PS	MOSI
31.	MOTSENTSHE PS	MOTSENTSHE
32.	NGWATSAU PS	NGWATSAU
33.	PHIHETSWANE PS	PHIHETSWANE
34.	PHITSHANE MOLOPO PS	PHITSHANE
35.	PITSANE PHOTLOKWE PS	PITSANE PHOTLOKWE
36.	RAMATLABAMA PS	RAMATLABAMA
37.	RAMOLEFHE PS	MMATHETHE
38.	SEDIBENG PS	SEDIBENG
39.	SEKHUTLANE PS	SEKHUTLANE
40.	SHEEPFARM PS	SHEEPFARM
41.	ST MARTINS PS	PAPATLO
42.	TAWANA PS	DITLHARAPENG
43.	TLHARESELEELE PS	TLHARESELEELE
44.	TSHIDILAMOLOMO PS	TSHIDILAMOLOMO
45.	TSWAANENG PS	TSWAANENG
46.	TSWAGARE PS	TSWAGARE

