This must be received by secretariat on 18th of each Month--

PRESIDENTIAL **DIGITALENT** | ● **ICT** Authority

PDTP COHORT VII ATTENDANCE SHEET -PUBLIC SECTOR Org.

	Name of Organization	PUBLIC SERVICE COMMISSION	
No	Name of Intern(s)	Project /Attachment /Assignment	Days Attended f 18th April,2023 May, 2023
1	Iska Adhiambo Nyunja	In Private Sector- Oracle	
2	Jeremiah Mwanja wekesa	• Responded to support tickets via email and resolved the issues within the SLA. • Conducted maintenance on desktops to ensure their performance. • Installed software updates on computers. • Conducted security scans and implemented necessary measures to ensure the safety of the data. • Conduct hardware inventory and update records accordingly.	22 days

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| 3 | Sylvester Ojwang Tezi | • System Administration: Assisting in the installation, configuration, and maintenance of computer hardware and software.
• Providing technical support to end-users by troubleshooting hardware and software issues.
• Setting up new workstations, ensuring proper connectivity and functionality.
• Help Desk Support: Responding to user inquiries and resolving technical issues via phone, email, or in person.
• Network Management: Actively participated in network management tasks, including:
-Assisting in the configuration and maintenance of network printers
-Assisting in the troubleshooting of network connectivity issues and solving issues in the active directory.
• Attending internal training sessions to enhance technical skills and knowledge, and learn a new proposed system to identify gaps.
• Actively participated in shortlisting of candidates for various vacancies applied. | 22 days |
| 4 | Philip Bonko | • Installation and configuration of computer hardware and operating systems and networks.
• Monitoring and maintenance of computer systems and networks.
• Taking staff or clients through a series of actions, either face to face or over the telephone.
• Providing technical support, including procedural documentation and relevant reports.
• Setting up new user accounts and profiles and dealing with password issues.
• Responding within agreed time limits to call-outs
• Testing and evaluating new technology.
• Conducting electrical safety checks on ICT related equipment. | 22 days |

5	Victor Timbwa	• Responded to users requests and inquiries sent through the PSC ICT email. • Assisted in setting up interviews conducted through Webex. • Supported in data management during shortlisting of a recently advertised job.	22 days

Supervisor

Name

Anderson

Hidavu

Signature

Date:

18-05-2023

FOR: SECRETARY
PUBLIC SERVICE COMMISSION
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NAIROBI