

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



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	<ul style="list-style-type: none"> • 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

3	Sylvester Ojwang Tezi	<ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> -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	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> • 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
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Supervisor

Name

Anderson

Hidavu

Signature



Date:

18-05-2023

