

PRESIDENTIAL DIGITAL TALENT PROGRAM (PDTP) QUARTERLY REPORTS

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INTRODUCTION

My internship took place in the Ministry of Lands for the public sector and Daproim Africa for my private sector and I was responsible for providing information technology support for clients, departments, and staff in the both the ministry and private sector. I worked in the ICT department which is one important division of the organizations. The Objective of my internship was to develop a thorough understanding of the ministry and private organizations, its service delivery objectives and the role of ICT in meeting those objectives. Also contributed to improvements in service delivery in the ministry and private sector through monthly reports to my supervisor and ICT Authority,

DESCRIPTION OF THE INTERNSHIP

Presidential Digital Talent Programme (PDTP) develops the ICT talent pool in Kenya through a collaboration between the public and private sectors. It is a partnership between government, public and private sector stakeholders and is to be implemented by the Ministry of Information Communications and Technology (MoICT) through the ICT Authority (ICTA).

WORKPLAN AND TIMELINES FOR THE FIRST QUARTER

DATES	ACTIVITY	ROLES AND RESPONSIBILITIES
October 2016 To December 2016	Digital Literacy Program (DLP); E-readiness assessment and building capacity in teachers on DLP solutions	<ul style="list-style-type: none">• Conduct E-readiness assessment in all public primary schools within the county & prepare reports• Provide technical support to the programme at the school level where required.• Inspect and verify all DLP installations in schools as guided by AICTO• Work together with ICTA to build capacity in teachers on DLP solutions• Provide/create better workable solutions for the programme and recommend to the Authority.

		<ul style="list-style-type: none"> • Report and record all Digital Literacy Programme (DLP) inquiries from school • Any other duty as may be assigned from time to time by the supervisor.
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DATES	ACTIVITY	ROLES AND RESPONSIBILITIES
January 2017 To March 2017	Private sector placement as ICT intern at Daproim Africa	<ul style="list-style-type: none"> • Support PC hardware components, desktop operating system software and application software. • Perform minor repairs to equipment and arrange for other servicing needs. • Identify system issues, monitor and test resolution of those issues. • Monitor antivirus software updates & repair infected PCs with spyware, adware and/or viruses. • Monitor backup systems and procedures to ensure data security. • Digitization of Patents/Trademarks • Wiposcan software support and troubleshooting • Nikkoworkx software installations, and user support • Express scribe software installation • Helped in creating usernames and passwords for logging in into the IPAS (Industrial Property Administrative System • Crimping of network cables for office use • Preparati and printing of employees identification cards using Adobe Illustrator by matching employee photos, ID Nos, and their corresponding names. • Record activities, solutions and other responses to request for service. • Assist in maintaining inventory records and documentation for equipment. • Consult with vendors, perform research and evaluate products to assist in the selection and purchase of equipment and installation or upgrade of systems. • Assist users in determining appropriate software solutions to meet needs. • Provide backup technical support for network including router, firewall and wireless access point.

PROJECTS INVOLVED IN:

Project	Description
Digitization of Patents/Trademarks	Helped in creating usernames and passwords for logging in into the IPAS (Industrial Property Administrative System) Preparation and printing of employees identification cards,matching employee photos, ID Nos, and their names. Wiposcan software support and troubleshooting General user support
B.P.O IT services	Nikkoworkx software installations, and user support Express scribe software installation and user support Respond to user requests for service, troubleshoot problems and help develop solutions.

WORKPLAN AND TIMELINES FOR THE SECOND QUARTER

DATES	ACTIVITY	ROLES AND RESPONSIBILITIES
Mar 2017 To June 2017:	Public sector placement as PDTP intern at Ministry of Lands	<ul style="list-style-type: none"> • Installing and configuring computer systems • Classification and organization of materials and data, including indexing and abstracting • Maintaining systems, routers and core switches. • Development and/or management of database • Undertaking analysis and design of information systems • Providing basic repair and maintenance for computer equipments (e.g. disk drives, peripherals and laser printers) network maintenance and troubleshooting.

PROJECTS INVOLVED IN:

Ministry	Project Name	Description
Ministry of Lands	National Land Information Management System (NLIMS)	Digitization of land paper records at the Ministry. GIS/ARCGIS System Maintenance and Sustainability. Capturing of all land records/data. Data conversion comprising rehabilitation of the land registers, conversion of registration documents to digital form, and preparation of the documentation for system decentralization. Development and/or management of database

DATES	ACTIVITY	ROLES AND RESPONSIBILITIES
June 2017 To Aug 2017	Digital Literacy Program (DLP); Co-ordination of DLP Launches, Inspection and Acceptance of Devices in schools	<ul style="list-style-type: none"> • Visit as many installed schools as possible before each Friday and give the Head teacher a brief and agree on the launch day activities and date. • Follow up to ensure that the schools scheduled for launch during the week are completed; provide a report to be filed as evidence. • Visit some launches where appropriate and assist in the exercise. • Assist teachers in setup and usage of devices as well as technical support where necessary. • Assist AICTO inspect and accept the devices in schools where this has not been done. This activity is best done during the visit to schools to brief the head teacher. • Visit the schools which have not been installed/assessed for E-readiness and advice accordingly

WORKPLAN AND TIMELINES FOR THE THIRD QUARTER

DATES	ACTIVITY	ROLES AND ACHIEVEMENTS
Aug 2017 To Current	Public sector placement as PDTP intern at Ministry of Lands	<ul style="list-style-type: none"> • Provide assistance on various aspects of ICT, while learning practical skills pertaining to use of ICT for service delivery. <p>Areas include network management, database administration, website development, maintenance and support, information security, and data center operations, among others.</p> <ul style="list-style-type: none"> • Had the opportunity to learn leadership skills and appreciate the value of public service. • Developed a thorough understanding of the Ministry of Lands, its service delivery objectives and the role of ICT in meeting those objectives. • Contributed to improvements in service delivery in the ministry through monthly reports to my supervisor and mentor.

CONCLUSIONS

As is clear from the preceding sections, the courses from my point of view is considered a success since I achieved what I set out to do. I also benefitted in numerous ways learning from the staffs and having to re-think their styles, preferences and approaches.

I experienced a signification in the internship and I benefited a lot. To sum up, to do internship in PDTP is very helpful. It helps in making interns get deeper understanding of how the Government works as well as the private sector.