**PDTP INTERNSHIP REPORT (INDUCTION)**

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# INTRODUCTION

The program started on 4th September 2016 with one week induction course at the Kenya school of the Government. This induction course was to introduce us on the overview of Government procedures and rules and best practices from the private companies. This

Covers

* Role of the Government and its goals to the people and the transformation road map.
* Protocols and expected behavior in the Government.
* Ethics and integrity
* National ICT masterplan.
* Public procurement and disposal process.
* Application currently being in used in the Government example IFMIS
* Ongoing ICT projects in the Government.
* E-Government services.
* Information security.
* Project management.
* Human resource management
* Training on digital literacy Programme devices.

**PUBLIC SECTOR PLACEMENT-MINISTRY OF EAC LABOUR AND SOCIAL PROTECTION**

My supervisor Mr. George Muhoro welcomed me warmly to the ministry where I was sent to the Social Assistance Unit (SAU) under the CT-OVC MIS system.

And the following duties were performed within the below given time:

**SEPTEMBER-OCTOBER 2016**

* Managing the network at Jogoo house and ensure that both LAN and WAN are available all the time.
* Trouble shooting network in case of fault and provide solutions.
* Custom installations and upgrading of operating systems that still run Windows XP.
* Installation of computer, printer and scanner drivers.
* Configuring computers with IP addresses and network printers.
* Supporting the end users to accomplish their task where they are stacked.
* Providing training to end users where possible to prevent repeat of fault.
* Networking and providing shared mechanism for printers and scanners.
* Reporting any major fault to the supervisor that paralyses the operations.
* Take any assignment so assigned by the supervisor.
* Configuration of switches and routers.
* Receiving of calls from officers in the field and at county level.
* Responding to clients who came directly to the office to address their various issues.
* Attending meetings within the ministries and at NITA

**OCTOBER TO DECEMBER 2016**

* Taking clients details from the field and filling them.
* Assist in issuing cash for orphans and the elderly.
* Trained on how to use the new management system that had been put in place for cash transfers.
* Attended several meetings put in place by banks and NGOs who help in the program to help orphans and elderly people in the society.
* Network configuration.

I also joined my fellow PDTPs in the field at some point and did the following:

-Issued gadgets to several schools

-Offered support on how to use the gadgets

-Did inspection on availability of electricity, number of teachers trained and availability of a computer lab.

**1ST QUARTER PDTP INTERNSHIP REPORT**

This meeting was held in Kenya school of Government held on 10th January 2017.The following area were covered

* DLP reports
* IBM products and services
* Google training offered by E-mobilis
* Agile and scrum application development
* Microsoft virtual learning
* Innovations in the Government

**PUBLIC SERVICE PLACEMENT-MINISTRY OF EAC LABOUR AND SOCIAL PROTECTION**

Duties performed:

**JANUARY TO MARCH 2017**

* Managing the network at Jogoo house and ensure that both LAN and WAN are available all the time.
* Trouble shooting network in case of fault and provide solutions.
* Custom installations and upgrading of operating systems that still run Windows XP.
* Installation of computers, printers and scanners.
* Configuring computers with IP addresses and network printers.
* Supporting the end users to accomplish their task where they are stacked.
* Providing training to end users where possible to prevent repeat of fault.
* Networking and providing shared mechanism for printers and scanners.
* Installation of all necessary applications in the computer that support users.
* Reporting any major fault to the supervisor that paralyses the operations.
* Take any assignment so assigned by the supervisor.
* Configuration of switches and routers.

**2ND QUARTER PDTP INTERNSHIP REPORT**

The meeting was held in Kenya school of Government where I learnt about the following during that period

* Soft skill applicable in both private and Government.
* Upgrading of window 7 to windows 10
* Reports from private and public sectors.
* Project management review
* How to manage finances.
* Microsoft office 365
* Cloud computing

**JUNE TO JULY 2017**

* Taking part in the projects by taking notes during the interview and compiling reports for further perusal.
* Maintain the network within the organization
* Providing solution to the faults in the network.
* Maintaining printer
* Installation of applications to the computer.
* Take any assignment so given to perform

**PUBLIC SECTOR PLACEMENT TEACHERS SERVICE COMMISIOM**

The following are duties performed at the TSC under the supervision of Vincent Mutai.

AUGUST TO DATE 2017

* Scanning of teachers personal files
* Indexing of scanned files
* Quality assurance check of the scanned files.
* Involve in network management.
* Printers’ maintenance
* Take any assignment so given by the supervisor.

**CONCLUSION**

The Programme has really exposed me to various activities happening in the ICT sector and I have had the opportunity to interact with different people who have different ranks in the society. I am able to get lectures from both public and private company professionals and it has given me confident in attending any interview without fear of work experience. Thanks to the Government and more so the ICT Authority for successfully implementing this Programme.