**NICHOLAS NGUMO KARARI**

**8195497**

2nd QUARTER REPORT

PUBLIC SECTOR ATTACHMENT

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MINISTRY OF DEVOLUTION AND PLANNING

MAY 2017 TO DECEMBER 2017

Here I was tasked with the following duties

* Maintenance of the ministry’s website – was tasked with updating the ministry’s activities on its website on a weekly basis.
* Offering IT support to staff- responding to calls from other departments and giving IT support whenever needed.
* Troubleshooting network problems - responsibilities included;
* Checking all network connections and network drivers
* Ensuring all staffs are connected to the internet and local area network.
* Making sure all shared network devices like printers were fully functional.
* Installing and activating software and windows for staff- responsibilities included;
* installing windows,
* installing antivirus,
* Updating software.
* Activating expired software
* Configuring IFMIS for procurement officers – Trained on configuring IFMIS.