**FIRST QUARTER PDTP INTERNSHIP REPORT**

**BY LUKE OBIERO**

# 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 PUBLIC SERVICE YOUTH**

In the public service I was welcomed by the able supervisor Mr. Bruno Makhoha

And the following duties were performed within the below given time

SEPTEMBER-OCTOBER 2016

* Managing the network at KenCom third floor and ensure that both LAN and internet are available all the time to ensure that IFMIS users can connect to the servers.
* 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.
* Setting up a computer system for use.
* 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.
* Upgrading of hardware.
* 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.
* Participating the project that was currently ongoing.

**DEPLOYMENT BY ICTA-DIGITAL LITERACY PROGRAMME KISUMU COUNTY**

OCTOBER TO DECEMBER 2016

* Conduct E-readiness assessment in all public primary schools within the county and 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.
* Report and record all digital literacy Programme inquiries from schools.
* Any other official duty as may be assigned from time to time by the supervisor.

**2ND QUARTER PDTP INTERNSHIP REPORT**

**BY LUKE OBIERO**

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 PUBLIC SERVICE YOUTH**

These are the duties performed

JANUARY TO MAY 2017

* Managing the network at KenCom third floor and ensure that both LAN and internet are available all the time to ensure that IFMIS users can connect to the servers.
* 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.
* Setting up a computer system for use.
* Configuring computers with IP addresses and network printers.
* Supporting the end users to accomplish their task where they are stacked.
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* Upgrading of hardware.
* 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.
* Participating the project that was currently ongoing.

**3RD QUARTER PDTP INTERNSHIP REPORT**

**BY LUKE OBIERO**

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

**PRIVATE SECTOR PLACEMENT –SENTINEL AFRICA CONSULTING LIMITED**

The private sector was a very good experience to me since there is a lot to learn and eager for example commitment, time management and passion. It was my privileged for my mentor to offer me private sector internship at her company. These are what I learnt

* Business continuity and recovery mechanisms.
* Information security application and adoption of ISO27001
* Risk management in an Organization.
* Company information security certification procedure.
* Project management.

MAY 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 have opportunity to interact with them and network with different successful experts. 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.