

**Duties, Responsibilities and Job Specifications for the Position of
Information and Communication Technology Assistants (4 Positions)**

REF. No. KALRO/ICT/ASST/II

Job Title	Information & Communication Technology Assistant II
Job Grade	KR11
Job Reference Number	KALRO/ICT/ASST/II
Duties and Responsibilities	
<ul style="list-style-type: none"> i. Installing computers and computer accessories for users; ii. Diagnosing and resolving simple computer related faults; iii. Providing user support and escalate complex issues; iv. Compiling and maintaining inventory of all computer, telecommunication equipment, computer accessories and software; v. Preparing service desk reports; vi. Writing and testing simple computer programs according to instructions and specifications; and vii. Repairs and maintenance of ICT equipment and associated accessories. 	
Job Requirements	
<ul style="list-style-type: none"> i. A Diploma in any of the following disciplines: - Computer Science; Computer Programming; Computer Engineering; Information Technology; Information Science; Computer Studies; Business Information Technology or equivalent qualification from a recognized institution; ii. High integrity; iii. Good communication and interpersonal skills; and iv. Fulfill requirements of Chapter six (6) of the Constitution of Kenya 	
<p style="text-align: center;">HOW TO APPLY</p> <p>Interested candidates who possess the necessary qualification and experience to send their application, curriculum vitae and copies of certificates, quoting the Job Reference No., all in HARD COPY, to the Director General, Kenya Agricultural and Livestock Research Organization, Kaptagat Road, Loresho, P.O. Box 57811 – 00200 Nairobi so as to reach him on or before 28th April 2022 by 5.00 p.m.</p>	