



# THE GOVERNMENT OF KADUNA STATE

## KADUNA STATE CIVIL SERVICE COMMISSION

### VACANCIES IN THE MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY, KADUNA.

The Kaduna State Civil Service Commission hereby calls for applications from qualified persons for the vacant positions of **Information and Communication Technology (ICT)** officers in the Ministry of Education, Science and Technology, Kaduna.

- 1. JOB TITLE** - **Programme Analyst Grade II**  
Placement - Grade Level 08  
Nature of Appointment - Permanent and Pensionable

**A. KEY DUTIES:**

- Writing and testing simple programmes.
- Preparing flow chart and test decks.
- Designing and producing Computer Input/output formats.
- Planning, organizing and arranging for running of programmes on the Computer.
- Describing input, output, arithmetic and logical operations.
- Providing guidance to Junior Staff during production.
- Supervising and giving Junior Staff on-the-job training.

**B. MINIMUM QUALIFICATIONS REQUIRED:**

Candidates must possess a minimum of B.Sc Computer Science, B.Sc Computer Programming or B.Sc Statistics with Postgraduate Diploma in Computer Science, HND Computer Science and HND Computer Programming from a recognized institution.

- 2. JOB TITLE** - **Information Technology Officer Grade II**  
Placement - Grade Level 08  
Nature of Appointment - Permanent and Pensionable

**C. KEY DUTIES:**

- Writing and testing simple programmes.
- Preparing flowchart and test decks.
- Designing and producing Computer Input/output formats.
- Planning, organizing and arranging for the running of programmes on the Computer.
- Describing input, output, arithmetic and logical operations.
- Providing guidance to Junior Staff during production.
- Supervising and giving Junior Staff on-the-job training.

**D. MINIMUM QUALIFICATIONS REQUIRED:**

A Degree in Computer Science, B.Sc Information Technology, B.Ed Information Technology, HND Information Technology from a recognized Institution.

- 3. JOB TITLE** - **Electrical/Electronic Engineering Grade II**  
Placement - Grade Level 08 (Step 3)  
Nature of Appointment - Permanent and Pensionable

**E. KEY DUTIES:**

- Carrying out preliminary studies and investigations on all aspect of electrical engineering activities.
- Ensuring compliance of installation with existing regulation.
- Preparing engineering designs.
- Maintaining an annual record of technical specification, consumption and generator return.
- Inspecting and certifying electrical works, plants and line installations.
- Repairs and maintenance of computers.

**F. MINIMUM QUALIFICATIONS REQUIRED:**

B. Tech., Computer/Engineering, B.Sc/HND Electrical/Electronic Engineering, HND Computer Engineering from a recognized Institution.

- 4. JOB TITLE** - **Data Processing Officer**  
Placement - Grade Level 07  
Nature of Appointment - Permanent and Pensionable

**G KEY DUTIES:**

- Keeping records arising from data processing operations.
- Undertaking on the job training of data entry personnel.
- Preparing computed jobs for dispatched to the data entry room.
- Plugging control panels from the writing programmes.
- Reporting machine faults and break down.

**H- MINIMUM QUALIFICATIONS REQUIRED:**

Ordinary National Diploma in Data Processing or Computer Studies /Computer Science from a recognized Institution.

**METHOD OF APPLICATION**

Interested candidates are to submit a **Handwritten Application** with all relevant documents to the **Chairman, Civil Service Commission, No.15, Kanta Road, Kaduna.**

Please note that all applications must be submitted before **12noon on Wednesday 27th December, 2017.**

**Only shortlisted candidates will be contacted.**

**Signed**  
**Chairman**  
**Civil Service Commission**