

**MINISTRY OF INFORMATION AND COMMUNICATION INFRASTRUCTURE**

**DIRECTORATE OF ICT**

**JOB DESCRIPTION**

**JOB TITLE:** Director – ICT

**MINISTRY:** Information & Communication Infrastructure (MOICI)

**DIVISION/UNIT:** Directorate of ICT

**GRADE:** 12

**REPORTS TO:** Permanent Secretary (MOICI)

**RESPONSIBLE FOR:** The Deputy Director – ICT and 3 Principal ICT Officers

**PURPOSE:** Act as head of the ICT cadre and undertake a key role in the development and coordination of national ICT policies and matters in The Gambia and across the civil service, as well as in the management of staff within the cadre. The jobholder also oversees overall operations of the directorate and takes responsibility for all ICT issues under the Ministry, in order to ensure the effective and efficient running of the Ministry's IT equipment, software, network and database systems.

**QUALIFICATIONS:** Master's degree in ICT, Computer Sciences, Information Technology, Information Systems Management or related ICT fields

**EXPERIENCE:** 10 years

**SKILLS:**

- IT
- IT Security
- IT Networking
- IT Database Management
- IT Software Development
- IT Troubleshooting
- Administrative
- Analytical

- Leadership
- Report-writing
- Interpersonal
- Communication
- Problem-solving
- People management
- Project management

### **RESPONSIBILITIES:**

- 1. To ensure that ICT-related acts, regulations and policies are relevant, up-to-date and implemented, in accordance with government and national interests in the sector**
- 2. To ensure the effective and efficient functioning of the entire Ministry's ICT systems and equipment**
- 3. To ensure the effective management of the directorate and ICT cadre, in line with set aims and objectives**

### **DUTIES:**

**R1: To ensure that ICT-related acts, regulations and policies are relevant, up-to-date and implemented, in accordance with government and national interests in the sector**

- a) Advises the Minister and Senior Management of MOICI on ICT-related policies and matters, thereby assisting them in making right and well-informed decisions on critical ICT issues concerning the Ministry, civil service and country as a whole.
- b) Leads the development and review of ICT-related acts, regulations and policies ensuring that they are relevant, up-to-date and aligned with government and national interests in the sector.
- c) Develops and manages the Ministry's and government's ICT-related programmes, ensuring that they are consistent with set policies and regulations and that they are effectively implemented across government MDAs.
- d) Participates in and provides technical inputs to national committees overseeing ICT-related government projects and programmes, to ensure adherence to ICT-related laws and regulations, as well as the full realization of set objectives.

**R2: To ensure the effective and efficient functioning of the entire Ministry's ICT systems and equipment**

- a) Oversees the monitoring of standards in the procurement of suitable ICT equipment and systems, to ensure the establishment and maintenance of ICT standards in the Ministry and the entire civil service.
- b) Oversees the e-government data centre that hosts the Gambian Government's emailing system, websites and information systems, ensuring that the said systems are functioning effectively and efficiently.
- c) Oversees the database systems hosted and used by the Ministry, as well as other IT systems and equipment, to ensure the effective and efficient functioning of the entire Ministry's ICT systems and equipment, and also maintain quality assurance.
- d) Supervises the security management of the ICT systems used and hosted by the Ministry, to ensure the safe and secure functioning of all ICT and software systems used and hosted by the Ministry.

**R3: To ensure the effective management of the directorate and ICT cadre, in line with set aims and objectives**

- a) Develops annual work plans of the directorate (including timelines and other details of planned/expected activities), ensuring that they are realistic, attainable and in line with the directorate's aims and objectives.
- b) Manages staff under the ICT cadre working in other MDAs, by identifying their training needs and also by participating in their recruitment, redeployments, postings, promotions etc. to ensure availability of required ICT expertise across all MDAs.
- c) Manages staff within the directorate by setting their individual tasks, monitoring their functions and performance, and identifying their training needs to ensure that they carry out their tasks to the required standard.

## **JOB DESCRIPTION**

**JOB TITLE:** Deputy Director – ICT

**MINISTRY:** Information & Communication Infrastructure (MOICI)

**DIVISION/UNIT:** Directorate of ICT

**GRADE:** 11

**REPORTS TO:** Director – ICT (MOICI)

**RESPONSIBLE FOR:** Principal ICT Officers

**PURPOSE:** Assist the Director – ICT (MOICI) in his/her role as head of the ICT cadre of the Gambian civil service and also in managing the operations of the directorate and ICT issues under the Ministry, in order to ensure the effective and efficient running of the Ministry's IT equipment, software, network and database systems.

**QUALIFICATIONS:** Master's degree in ICT, Computer Sciences, Information Technology, Information Systems Management or related ICT fields

**EXPERIENCE:** 7 years

**SKILLS:**

- IT
- IT Security
- IT Networking
- IT Database Management
- IT Software Development
- IT Troubleshooting
- Administrative
- Analytical
- Leadership
- Report-writing
- Interpersonal
- Communication
- Problem-solving
- People management
- Project management

## **RESPONSIBILITIES:**

- 1. To assist in ensuring that ICT-related acts, regulations and policies are relevant, up-to-date and implemented, in accordance with government and national interests in the sector**
- 2. To ensure the effective and efficient functioning of the entire Ministry's ICT systems and equipment**
- 3. To ensure the effective management of the directorate and ICT cadre, in line with set aims and objectives**

## **DUTIES:**

**R1: To ensure that ICT-related acts, regulations and policies are relevant, up-to-date and implemented, in accordance with government and national interests in the sector**

- Participates in the development and review of ICT-related acts, regulations and policies ensuring that they are relevant, up-to-date and aligned with government and national interests in the sector.
- Assists the Director in developing and managing the Ministry's and government's ICT-related programmes, ensuring that they are consistent with set policies and regulations and that they are effectively implemented across government MDAs.
- Participates in and provides technical inputs to national committees overseeing ICT-related government projects and programmes, to ensure adherence to ICT-related laws and regulations, as well as the full realization of set objectives.

**R2: To ensure the effective and efficient functioning of the entire Ministry's ICT systems and equipment**

- Monitors standards in the procurement of suitable ICT equipment and systems, to ensure the establishment and maintenance of ICT standards in the Ministry and the entire civil service.
- Manages the e-government data centre that hosts the Gambian Government's emailing system, websites and information systems, ensuring that the said systems are functioning effectively and efficiently.

- c) Assists the Director in the management of the database systems hosted and used by the Ministry, as well as other IT systems and equipment, to ensure the effective and efficient functioning of the entire Ministry's ICT systems and equipment.
- d) Manages the security and protection of ICT systems used and hosted by the Ministry, to ensure the safe and secure functioning of all ICT and software systems used and hosted by the Ministry.
- e) Supervises ICT audits conducted by the directorate across all MDAs, to ensure conformity of ICT infrastructure with quality ICT standards.

**R3: To ensure the effective management of the directorate and ICT cadre, in line with set aims and objectives**

- a) Participates in the development of annual work plans for the directorate, ensuring that they are realistic, attainable and in line with the unit's aims and objectives.
- b) Assists the Director in managing staff under the ICT cadre working in other MDAs, to ensure availability of required ICT expertise across all MDAs.
- c) Assists the Director in managing staff within the directorate, to ensure that they carry out their tasks to the required standard.

## **JOB DESCRIPTION**

**JOB TITLE:** Principal ICT Officer

**MINISTRY:** All

**GRADE:** 10

**REPORTS TO:** Deputy Permanent Secretary (Finance & Administration)

**RESPONSIBLE FOR:** Senior ICT Officers

**PURPOSE:** Oversee the overall operations of the ICT Unit and takes responsibility for all ICT and network issues under the Ministry, in order to ensure the effective and efficient running of the Ministry's IT equipment, software, network and database systems.

**QUALIFICATIONS:**

- Master's degree in ICT, Computer Sciences, Information Systems Management or related ICT fields

**EXPERIENCE:**

- 7 years

**SKILLS:**

- Basic knowledge of IT
- IT Security
- IT Networking
- IT Database Management
- IT Software Development
- IT Coding
- IT Troubleshooting
- Web Management
- Analytical
- Leadership
- Report-writing
- Interpersonal

- Communication
- Problem-solving
- People management

#### **RESPONSIBILITIES:**

- 1. To ensure the effective management of the ICT unit, in line with set aims and objectives**
- 2. To ensure the effective and efficient functioning of all ICT systems and equipment at the Ministry and under the Ministry's purview**

#### **DUTIES:**

##### **R1: To ensure the effective management of the ICT unit, in line with set aims and objectives**

- a) Advises the Senior Management of the Ministry, on technical issues related to ICT, thereby assisting them in making well-informed and the right decisions with respect to the Ministry's ICT issues.
- b) Develops annual work plans of the unit (including timelines and other details of planned/expected activities), ensuring that they are realistic, attainable and in line with the unit's aims and objectives.
- c) Manages staff within the ICT Unit by setting their individual tasks, monitoring their functions and performance, and identifying their training needs to ensure that they carry out their tasks to the required standard.
- d) Leads the unit's contribution to the development and review of the Ministry's ICT regulations and policies in accordance with the Information Act and any other relevant Government law, policy or regulation.

**R2: To ensure the effective and efficient functioning of all ICT systems and equipment at the Ministry and under the Ministry's purview**

- a) Oversees the database systems hosted and used by the Ministry, as well as other IT systems and equipment, to ensure the effective and efficient functioning of the entire Ministry's ICT systems and equipment, and also maintain quality assurance.
- b) Manages the security and protection of the Ministry's ICT systems (through back-ups, redundancy (contingency) plans, genuine anti-virus applications etc.), to ensure the safe and secure functioning of all the Ministry's ICT and software systems.
- c) Manages the Ministry's website and social media accounts, by uploading/updating relevant software and webpage information, as well as backing-up all data, to ensure their continuous running and accessibility.
- d) Manages the Ministry's official email account and the official email accounts of the Ministry's staff (in collaboration with the Ministry of Information & Communication Infrastructure), to ensure that the above email accounts function normally.
- e) Leads the management of the technical issues concerning the Ministry's internet connectivity, to ensure continued and uninterrupted internet access at the Ministry.

## **JOB DESCRIPTION**

**JOB TITLE:** Senior ICT Officer

**MINISTRY:** All

**GRADE:** 9

**REPORTS TO:** Principal ICT Officer

**RESPONSIBLE FOR:** ICT Officers

**PURPOSE:** Provide support to the Principal ICT Officer in the overall operations of the ICT Unit, to ensure the effective and efficient running of the Ministry's IT equipment, software, network and database systems.

**QUALIFICATIONS:**

- Bachelor's degree in ICT, Computer Sciences, Information Systems Management or related ICT fields

**EXPERIENCE:**

- 3 years

**SKILLS:**

- Basic knowledge of IT
- IT Security
- IT Networking
- IT Database Management
- IT Software Development
- IT Coding
- IT Troubleshooting
- Analytical
- Leadership
- Report-writing
- Interpersonal
- Communication
- Mathematical
- Problem-solving

## **RESPONSIBILITIES:**

- 1. To ensure the effective functioning of the ICT unit, in line with set aims and objectives**
- 2. To ensure the effective and efficient functioning of all ICT systems and equipment at the Ministry and under the Ministry's purview**

## **DUTIES:**

### **R1: To ensure the effective functioning of the ICT unit, in line with set aims and objectives**

- a) Provides technical backstopping to junior staff within the ICT Unit, to ensure that they carry out their tasks to the required standard.
- b) Contributes to the development and review of the Ministry's ICT regulations and policies, in accordance with the Information Act and any other relevant Government law, policy or regulation.

### **R2: To ensure the effective and efficient functioning of all ICT systems and equipment at the Ministry and under the Ministry's purview**

- a) Assists in the management of the database systems hosted and used by the Ministry, as well as other IT systems and equipment, to ensure the effective and efficient functioning of the entire Ministry's ICT systems and equipment, and also maintain quality assurance.
- b) Performs database design and implementation, with the aim of improving the automation of functions carried out by the different directorates/units of the Ministry.
- c) Contributes in the setting-up of redundancy (contingency), back-up and protection plans, for the secure functioning and security of the Ministry's ICT and software systems.
- d) Assists and contributes to the management of the Ministry's website and social media accounts, by uploading/updating relevant software and webpage information, as well as backing-up all data, to ensure their continuous running and accessibility.
- e) Assists in the management of technical issues concerning the Ministry's internet connectivity, to ensure continued and uninterrupted internet access at the Ministry.

## **JOB DESCRIPTION**

**JOB TITLE:** ICT Officer

**MINISTRY:** All

**GRADE:** 8

**REPORTS TO:** Senior ICT Officer

**RESPONSIBLE FOR:** Senior ICT Support Technicians

**PURPOSE:** Operate and work on the Ministry's database, network and software systems and provides technical support on ICT matters to the staff of the Ministry, with the aim of ensuring that the Ministry's IT equipment, software, network and database systems are running effectively and efficiently.

**QUALIFICATIONS:** Bachelor's degree in ICT, Computer Sciences, Information Systems Management or related ICT fields

**EXPERIENCE:** 2 years

**SKILLS:**

- IT
- IT Security
- IT Networking
- IT Database Management
- IT Software Development
- IT Coding
- IT Troubleshooting
- Web Management
- Analytical
- Report-writing
- Interpersonal
- Communication
- Mathematical
- Problem-solving

## **RESPONSIBILITIES:**

- 1. To ensure the effective functioning of the ICT unit, in line with set aims and objectives**
- 2. To ensure the effective and efficient functioning of all ICT systems and equipment at the Ministry and under the Ministry's purview**

## **DUTIES:**

### **R1: To ensure the effective functioning of the ICT unit, in line with set aims and objectives**

- a) Provides technical backstopping to the unit's support technicians, as well as data entry personnel and supervises their duties, to ensure that they carry out their tasks to the required standard.
- b) Contributes to the development and review of the Ministry's ICT regulations and policies, in accordance with the Information Act and any other relevant Government law, policy or regulation.

### **R2: To ensure the effective and efficient functioning of all ICT systems and equipment at the Ministry and under the Ministry's purview**

- f) Monitors and operates on the database systems hosted and used by the Ministry, as well as other IT systems and equipment, to ensure the effective and efficient functioning of the Ministry's ICT systems and equipment.
- g) Performs back-ups and implements the unit's redundancy (contingency) and IT security plans, to ensure the protection, as well as the safe and secure functioning of the Ministry's ICT and software systems.
- h) Updates the Ministry's website and performs back-ups of its data, to ensure that the website is continuously running and accessible, with up-to-date webpage information.
- i) Implements solutions to technical issues concerning the Ministry's internet connectivity, to ensure continued and uninterrupted access to the internet at the Ministry.

## **JOB DESCRIPTION**

**JOB TITLE:** Senior ICT Support Technician

**MINISTRY:** All

**GRADE:** 6

**REPORTS TO:** ICT Officer

**RESPONSIBLE FOR:** ICT Support Technicians

**PURPOSE:** Provide technical support on ICT matters to the staff of the Ministry, with the aim of ensuring that the Ministry's IT equipment, software, network and database systems are running effectively and efficiently.

**QUALIFICATIONS:** Higher National Diploma in ICT, Computer Sciences, Information Systems Management or related ICT fields

**EXPERIENCE:** 2 years

**SKILLS:**

- Basic knowledge of IT
- IT Security
- IT Networking
- IT Database Management
- Analytical
- Interpersonal
- Communication
- Mathematical
- Problem-solving
- Basic knowledge of Web Management

**RESPONSIBILITIES:**

- 1. To ensure the effective and efficient functioning of all ICT systems and equipment at the Ministry and under the Ministry's purview**

## **DUTIES:**

### **R1: To ensure the effective and efficient functioning of all ICT systems and equipment at the Ministry and under the Ministry's purview**

- a) Performs back-ups and installations of the database systems hosted and used by the Ministry, to ensure that they are functioning effectively and efficiently.
- b) Performs installations of software programmes, sets-up hardware equipment and ensures that they function effectively.
- c) Troubleshoots hardware and software issues of IT systems and equipment, to ensure the effective and efficient functioning of the Ministry's ICT systems and equipment.
- d) Performs back-ups and implements the unit's IT security plans, to ensure the protection, as well as the safe and secure functioning of the Ministry's ICT and software systems.
- e) Assists the ICT Officer in solving technical issues concerning the Ministry's internet connectivity and network issues, to ensure continued and uninterrupted access to the internet and networks at the Ministry.
- f) Updates the Ministry's website with relevant information from all directorates of the Ministry.

## **JOB DESCRIPTION**

**JOB TITLE:** ICT Support Technician

**MINISTRY:** All

**GRADE:** 5

**REPORTS TO:** Senior ICT Support Technicians

**RESPONSIBLE FOR:** None

**PURPOSE:** Provide technical support to the directorate's functions, with the goal of ensuring the effective and efficient running of the Ministry's IT equipment, software, network and database systems

**QUALIFICATIONS:** Diploma in ICT, Computer Sciences, Information Technology, Information Systems Management or related ICT fields

**EXPERIENCE:** 1 year

**SKILLS:**

- IT
- IT Security
- IT Networking
- IT Database Management
- IT Troubleshooting
- Analytical
- Interpersonal
- Communication
- Problem-solving

**RESPONSIBILITIES:**

- 1. To ensure the effective and efficient functioning of the entire Ministry's ICT systems and equipment**

## **DUTIES:**

### **R1: To ensure the effective and efficient functioning of the entire Ministry's ICT systems and equipment**

- a) Provides technical support in maintaining the database systems hosted and used by the Ministry, as well as other IT systems and equipment, to ensure the effective and efficient functioning of the entire Ministry's ICT systems and equipment.
- b) Creates email accounts for government officials across all MDAs and ensures their continued access.
- c) Provides support in resolving technical problems encountered by government officials using ICT systems hosted at the e-government data centre.
- d) Assists in the implementation of security and protection plans of ICT systems used and hosted by the Ministry, to ensure the safe and secure functioning of all ICT and software systems used and hosted by the Ministry.
- e) Assists in undertaking required technical ICT tasks in assigned teams, ensuring that the said tasks are carried out successfully.
- f) Performs installations of software programmes, sets-up hardware equipment and ensures that they function effectively.

## **DIRECTORATE OF INFORMATION SERVICES**

### **JOB DESCRIPTION**

**JOB TITLE:** Director of Information Services

**MINISTRY:** Information & Communication Infrastructure

**DEPARTMENT:** Department of Information Services

**GRADE:** 12

**REPORTS TO:** Permanent Secretary

**RESPONSIBLE FOR:** Deputy Director

**PURPOSE:** Oversee overall operations of the department, with the goal of ensuring that the Gambian Government has in place effective and efficient information services that contribute towards ensuring that the public is well-informed on government issues, and that they also participate effectively in public discussions on government matters and programmes.

**QUALIFICATIONS:** Master's degree in Mass Communication or related fields

**EXPERIENCE:** 10 years

**SKILLS:**

- IT
- Editorial
- Management
- Writing
- English language
- Administrative
- Analytical
- Leadership
- Report-writing
- Interpersonal
- Communication
- Problem-solving

## **RESPONSIBILITIES:**

- 1. To ensure that media-related acts, regulations and policies of The Gambia are up-to-date and relevant to the country's needs and aspirations**
- 2. To ensure the effective and efficient dissemination of information on government activities and relevant matters of interest to the public**
- 3. To ensure the effective management of the department, in line with set aims and objectives**

## **DUTIES:**

### **R1: To ensure that media-related acts, regulations and policies of The Gambia are up-to-date and relevant to the country's needs and aspirations**

- a) Advises the Minister and Senior Management of MOICI on Government's media strategies and programmes, in order to develop effective and efficient communication strategies for Government.
- b) Participates and contributes to the formulation and review of national media laws, regulations and policies.

### **R2: To ensure the effective and efficient dissemination of information on government activities and relevant matters of interest to the public**

- a) Coordinates Government's media activities throughout the country, to ensure effective and efficient dissemination of information on government activities and matters to the public.
- b) Oversees the overall operations of the government newspaper (The Gambia Daily), ensuring that the newspaper is effectively and prudently managed.
- c) Organises and coordinates government press conferences and press releases for the timely dissemination of information to the public.

### **R3: To ensure the effective management of the department, in line with set aims and objectives**

- a) Develops annual work plans of the directorate (including timelines and other details of planned/expected activities), ensuring that they are realistic, attainable and in line with the directorate's aims and objectives.
- b) Manages staff within the directorate by setting their individual tasks, monitoring their functions and performance, and identifying their

training needs, to ensure that they carry out their tasks to the required standard.

- c) Prepares and submits the directorate's annual manpower and financial budget proposals to the ministry, for use in the annual budget bilateral exercises.
- d) Manages the development of plans and proposals for the enhancement of the directorate's functions and service delivery.

## **JOB DESCRIPTION**

**JOB TITLE:** Deputy Director of Information Services

**MINISTRY:** Information & Communication Infrastructure

**DEPARTMENT:** Department of Information Services

**GRADE:** 11

**REPORTS TO:** Director of Information Services

**RESPONSIBLE FOR:** Technical Staff

**PURPOSE:** Assist the Director in managing the overall operations of the department, with the goal of ensuring that the Gambian Government has in place effective and efficient information services that contribute towards ensuring that the public is well-informed on government issues, and that they also participate effectively in public discussions on government matters and programmes. The jobholder also acts as Editor-in-Chief of the government newspaper (The Gambia Daily).

**QUALIFICATIONS:** Master's degree in Mass Communication or related fields

**EXPERIENCE:** 7 years

**SKILLS:**

- IT
- Editorial
- Management
- Writing
- English language
- Administrative
- Analytical
- Leadership
- Report-writing
- Interpersonal
- Communication
- Research
- Problem-solving

## **RESPONSIBILITIES:**

- 1. To ensure that media-related acts, regulations and policies of The Gambia are up-to-date and relevant to the country's needs and aspirations**
- 2. To ensure the effective and efficient dissemination of information on government activities and relevant matters of interest to the public**
- 3. To ensure the effective management of the department, in line with set aims and objectives**

## **DUTIES:**

### **R1: To ensure that media-related acts, regulations and policies of The Gambia are up-to-date and relevant to the country's needs and aspirations**

- a) Participates and contributes to the formulation and review of national media laws, regulations and policies.

### **R2: To ensure the effective and efficient dissemination of information on government activities and relevant matters of interest to the public**

- a) Assists the Director in the coordination of Government's media activities throughout the country, to ensure effective and efficient dissemination of information on government activities and matters to the public.
- b) Acts as Editor-in-Chief of the government newspaper (The Gambia Daily), ensuring that the newspaper's publications are properly vetted before printing and dissemination.
- c) Provides editorial and feature articles for inclusion into The Gambia Daily newspaper, thereby adding value to the newspaper.
- d) Supervises and monitors the production of all publications emanating from the Information Services Section (including newspapers, magazines and leaflets).
- e) Assists the Director in the organisation and coordination of government press conferences and press releases, to ensure the timely dissemination of information to the public.

### **R3: To ensure the effective management of the department, in line with set aims and objectives**

- a) As head of the directorate's technical unit, the jobholder manages its staff by setting their individual tasks, monitoring their functions and

performance, and identifying their training needs, to ensure that they carry out their tasks to the required standard.

- b) Participates in the development of annual work plans for the directorate (including timelines and other details of planned/expected activities), ensuring that they are realistic, attainable and in line with the directorate's aims and objectives.
- c) Assists the Director in the general management of the directorate, in order to ensure its effective and efficient running.
- d) Implements developed plans and proposals for the enhancement of the directorate's functions and service delivery (particularly with regard to the Information Services Section).

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Information Officer

**MINISTRY:** All

**GRADE:** 9

**REPORTS TO:** Principal Information Officer

**RESPONSIBLE FOR:** Information Officer

**PURPOSE:** Provide coverage on the Ministry's activities and contribute to ensuring that the Ministry's publications are up-to-date, accurate and relevant.

**QUALIFICATIONS:** Bachelor's degree in Mass Communication or related fields

**EXPERIENCE:** 4 years

**SKILLS:**

- IT
- Editorial
- Writing
- English language
- Analytical
- Leadership
- Report-writing
- Interpersonal
- Communication
- Research
- Problem-solving

**RESPONSIBILITIES:**

- 1. To ensure the effective and efficient dissemination of information on the activities of the Ministry and relevant matters of interest to the public**

## **DUTIES:**

### **R1: To ensure the effective and efficient dissemination of information on the activities of the Ministry and relevant matters of interest to the public**

- a) Identifies stories and reports on the Ministry, ensuring that such articles are fit for government publication.
- b) Provides proper coverage of ministerial events and activities, to ensure the effective and efficient dissemination of relevant information to the public.
- c) Researches for and collects materials to feature in the Ministry's publications, ensuring that such materials are relevant.
- d) Assists in supervising and monitoring the production of all publications emanating from the Ministry (through its websites, magazines, leaflets etc).
- e) Identifies key summary points from material and information collected, to ensure proper structuring and relevant presentation of articles and stories on the Ministry.
- f) Contributes to the writing of editorial and feature articles on the Ministry, for inclusion into The Gambia Daily newspaper.
- g) Provides technical backstopping to junior staff, thereby ensuring the effective and efficient completion of all tasks carried out by the said staff.

## **JOB DESCRIPTION**

**JOB TITLE:** Information Officer

**MINISTRY:** All

**GRADE:** 8

**REPORTS TO:** Senior Information Officer

**RESPONSIBLE FOR:** None

**PURPOSE:** Provide coverage on the Ministry's activities and contribute to ensuring that the Ministry's publications are up-to-date, accurate and relevant.

**QUALIFICATIONS:** Bachelor's degree in Mass Communication or related fields

**EXPERIENCE:** 2 years

**SKILLS:**

- IT
- Editorial
- Writing
- English language
- Analytical
- Report-writing
- Interpersonal
- Communication
- Research
- Problem-solving

**RESPONSIBILITIES:**

- 1. To ensure the effective and efficient dissemination of information on the activities of the Ministry and relevant matters of interest to the public**

## **DUTIES:**

### **R1: To ensure the effective and efficient dissemination of information on the activities of the Ministry and relevant matters of interest to the public**

- a) Identifies stories and reports on the Ministry, ensuring that such articles are fit for government publication.
- b) Provides proper coverage of ministerial events and activities, to ensure the effective and efficient dissemination of relevant information to the public.
- c) Researches for and collects materials to feature in the Ministry's publications, ensuring that such materials are relevant.
- d) Contributes to the production of all publications emanating from the Ministry (through its websites, magazines, leaflets etc).
- e) Works with senior staff in identifying key summary points from material and information collected, to ensure proper structuring and relevant presentation of articles and stories on the Ministry.
- f) Contributes to the writing of editorial and feature articles on the Ministry, for inclusion into The Gambia Daily newspaper.

## **JOB DESCRIPTION**

**JOB TITLE:** Principal Production Assistant

**MINISTRY:** Information & Communication Infrastructure (MOICI)

**DEPARTMENT:** Department of Information Services

**GRADE:** 7

**REPORTS TO:** Information Officer

**RESPONSIBLE FOR:** Senior Technical Officer

**PURPOSE:** With the goal of ensuring that the Gambian Government has in place effective and efficient information services, the jobholder ensures that all the directorate's publications are properly designed and are presentable before dissemination to the public.

**QUALIFICATIONS:** Advanced Diploma in Information Technology, Desktop Publishing or related fields

**EXPERIENCE:** 4 years

**SKILLS:**

- IT
- Graphic design
- Website management
- Analytical
- Interpersonal
- Communication
- Problem-solving

**RESPONSIBILITIES:**

- 1. To ensure the proper designing, arrangement and publishing of the directorate's publications**
- 2. To ensure the proper upkeep of the directorate's computers and IT equipment**

## **DUTIES:**

### **R1: To ensure the proper designing, arrangement and publishing of the directorate's publications**

- a) As head of the directorate's production sub-unit, the jobholder supervises the production and printing of all of the directorate's publications (such as newspapers, magazines, online materials, leaflets etc.), ensuring that production deadlines are met.
- b) Supervises the layout designs of all of the directorate's publications, ensuring that they are properly designed and presentable.
- c) Edits photographs that feature on the directorate's publications with graphic design software, ensuring that such photographs are properly edited and presentable.
- d) Works on uploading the directorate's publications onto its website, for the timely dissemination of information to internet users and online readers.
- e) Provides technical backstopping to junior staff of the production sub-unit, thereby ensuring the effective and efficient completion of all tasks carried out by the said staff.

### **R2: To ensure the proper upkeep of the directorate's computers and IT equipment**

- a) Supervises the maintenance of computers and IT equipment under the directorate's production sub-unit, ensuring that such equipment remain in good condition for timely use.

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Media Assistant

**MINISTRY:** Information & Communication Infrastructure (MOICI)

**DEPARTMENT:** Department of Information Services

**GRADE:** 6

**REPORTS TO:** Principal Information Officer

**RESPONSIBLE FOR:** None

**PURPOSE:** With the goal of ensuring that the Gambian Government has in place effective and efficient information services, the jobholder provides coverage on government activities, as well as national and international events. He/she also contributes to ensuring that the directorate's publications are up-to-date, accurate and relevant.

**QUALIFICATIONS:** Diploma in Mass Communication, Journalism or related fields

**EXPERIENCE:** 2 years

**SKILLS:**

- IT
- Writing
- English language
- Analytical
- Report-writing
- Interpersonal
- Communication
- Research
- Problem-solving

## **RESPONSIBILITIES:**

- 1. To ensure the effective and efficient dissemination of information on government activities and relevant matters of interest to the public**

## **DUTIES:**

### **R1: To ensure the effective and efficient dissemination of information on government activities and relevant matters of interest to the public**

- a) Identifies stories and reports to feature on The Gambia Daily newspaper, ensuring that such articles are fit for government publication.
- b) Provides proper coverage of governmental, national and international events in The Gambia Daily newspaper, to ensure the effective and efficient dissemination of relevant information to the public.
- c) Researches for and collects materials to feature in the directorate's publications, ensuring that such materials are relevant.
- d) Contributes to the production of all publications emanating from the Information Services Section (including newspapers, magazines and leaflets), through the writing of relevant information.
- e) Prepares draft newspaper articles, stories and adverts, for review and editing by senior staff and Editor-in-Chief of The Gambia Daily newspaper.
- f) Contributes to the writing of feature articles for inclusion into The Gambia Daily newspaper.

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Marketing Assistant

**MINISTRY:** Information & Communication Infrastructure (MOICI)

**DEPARTMENT:** Department of Information Services

**GRADE:** 6

**REPORTS TO:** Deputy Director of Information Services

**RESPONSIBLE FOR:** Marketing Assistant

**PURPOSE:** Ensure effective marketing of the directorate's publications, as well as the widening of distribution networks for the dissemination of the said publications. The jobholder also encourages the public to subscribe to relevant publications from the directorate.

**QUALIFICATIONS:** Diploma in Marketing or related fields

**EXPERIENCE:** 2 years

**SKILLS:**

- Negotiating
- Customer service
- Analytical
- Commercial
- Marketing
- Interpersonal
- Communication
- Problem-solving

**RESPONSIBILITIES:**

- 1. To ensure the generation of revenue for Government through the marketing of the directorate's publications**
- 2. To ensure the timely and widespread distribution of the directorate's publications**

**3. To ensure effective record-keeping of the directorate's marketing data**

**DUTIES:**

**R1: To ensure the generation of revenue for Government through the marketing of the directorate's publications**

- a) Solicits advertisements and subscriptions from the public for the directorate's publications, in order to generate revenue for Government.
- b) Engages and follows-up on payments from advertisers and subscribers, to ensure timely revenue generation for Government.
- c) Receives requests for advertisements on the directorate's publications (especially on The Gambia Daily newspaper) and ensures that the required specifications are passed on to the editorial and production teams, for incorporation into upcoming publications.

**R2: To ensure the timely and widespread distribution of the directorate's publications**

- a) Scouts for and engages vendors who can partner with the directorate, to ensure the widespread distribution of the directorate's publications.
- b) Supervises the distribution of publications to the general public and subscribers, ensuring that such distributions are effective, efficient and timely.

**R3: To ensure effective record-keeping of the directorate's marketing data**

- a) Maintains relevant records of marketing information in print and electronic forms, ensuring that such information is accurate and properly managed.

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Technical Officer

**MINISTRY:** Information & Communication Infrastructure (MOICI)

**DEPARTMENT:** Department of Information Services

**GRADE:** 6

**REPORTS TO:** Principal Production Assistant

**RESPONSIBLE FOR:** Senior Photographer

**PURPOSE:** With the goal of ensuring that the Gambian Government has in place effective and efficient information services, the jobholder ensures that the directorate's publications are properly printed and that photographs going into all publications are appropriate and presentable.

**QUALIFICATIONS:** Certificate in Lithography or fields related to professional printing

**EXPERIENCE:** 2 years

**SKILLS:**

- IT
- Graphic design
- Mechanical/Machinery
- Photography
- Analytical
- Interpersonal
- Problem-solving

**RESPONSIBILITIES:**

- 1. To ensure the proper printing of the directorate's publications**
- 2. To ensure that appropriate photos feature in the directorate's publications**

## **DUTIES:**

### **R1: To ensure the proper printing of the directorate's publications**

- a) Prepares materials used for printing (such as ink, plates, water, different paper types, chemicals etc.), ensuring that such materials are handled with care and used appropriately.
- b) Operates printing machines, ensuring that the said machines are properly utilized for the effective production of all of the directorate's publications.

### **R2: To ensure that appropriate photos feature in the directorate's publications**

- a) Edits photographs that feature on the directorate's publications with graphic design software, ensuring that such photographs are properly edited and presentable.
- b) Provides technical backstopping to the directorate's photographers, thereby ensuring that all photographs taken are appropriate and presentable.

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Production Assistant

**MINISTRY:** Information & Communication Infrastructure (MOICI)

**DEPARTMENT:** Department of Information Services

**GRADE:** 6

**REPORTS TO:** Principal Production Assistant

**RESPONSIBLE FOR:** None

**PURPOSE:** With the goal of ensuring that the Gambian Government has in place effective and efficient information services, the jobholder ensures that all the directorate's publications are properly designed and are presentable before dissemination to the public.

**QUALIFICATIONS:** Diploma in Information Technology, Desktop Publishing or related fields

**EXPERIENCE:** 2 years

**SKILLS:**

- Computer
- Typing
- Graphic design
- Analytical
- Interpersonal
- Communication
- Problem-solving

**RESPONSIBILITIES:**

1. **To ensure the proper designing, arrangement and publishing of the directorate's publications**

**DUTIES:**

**R1: To ensure the proper designing, arrangement and publishing of the directorate's publications**

- a) Works on complex layout designs of the directorate's publications (such as newspapers, magazines, online materials, leaflets etc.), ensuring that they are properly designed and presentable.
- b) Edits photographs that feature on the directorate's publications with graphic design software, ensuring that such photographs are properly edited and presentable.
- c) Types articles, adverts and other related materials, ensuring that inputted information is typed accurately and appropriate for designed formats used in the publications.
- d) Designs adverts to be placed on The Gambia Daily newspaper, ensuring that designs are done according to specifications required by advertisers.

## **JOB DESCRIPTION**

**JOB TITLE:** Marketing Assistant

**MINISTRY:** Information & Communication Infrastructure (MOICI)

**DEPARTMENT:** Department of Information Services

**GRADE:** 5

**REPORTS TO:** Senior Marketing Assistant

**RESPONSIBLE FOR:** None

**PURPOSE:** Ensure effective marketing of the directorate's publications, as well as the widening of distribution networks for the dissemination of the said publications. The jobholder also encourages the public to subscribe to relevant publications from the directorate.

**QUALIFICATIONS:** Diploma in Marketing or related fields

**EXPERIENCE:** 1 year

**SKILLS:**

- Negotiating
- Customer service
- Analytical
- Commercial
- Marketing
- Interpersonal
- Communication
- Problem-solving

**RESPONSIBILITIES:**

**1. To ensure the generation of revenue for Government through the marketing of the directorate's publications**

**2. To ensure the timely and widespread distribution of the directorate's publications**

**3. To ensure effective record-keeping of the directorate's marketing data**

## **DUTIES:**

### **R1: To ensure the generation of revenue for Government through the marketing of the directorate's publications**

- a) Solicits advertisements and subscriptions from the public for the directorate's publications, in order to generate revenue for Government.
- b) Engages and follows-up on payments from advertisers and subscribers, to ensure timely revenue generation for Government.
- c) Receives requests for advertisements on the directorate's publications (especially on The Gambia Daily newspaper) and ensures that the required specifications are passed on to the editorial and production teams, for incorporation into upcoming publications.

### **R2: To ensure the timely and widespread distribution of the directorate's publications**

- a) Scouts for and engages vendors who can partner with the directorate, to ensure the widespread distribution of the directorate's publications.
- b) Assists in supervising the distribution of publications to the general public and subscribers, ensuring that such distributions are effective, efficient and timely.

### **R3: To ensure effective record-keeping of the directorate's marketing data**

- a) Maintains relevant records of marketing information in print and electronic forms, ensuring that such information is accurate and properly managed.

## **JOB DESCRIPTION**

**JOB TITLE:** Library Assistant

**MINISTRY:** Information & Communication Infrastructure (MOICI)

**DEPARTMENT:** Department of Information Services

**GRADE:** 4

**REPORTS TO:** Deputy Director of Information Services

**RESPONSIBLE FOR:** None

**PURPOSE:** To organise and maintain the collection of newspapers, magazines, books and other materials at the directorate's library, for historical and record purposes.

**QUALIFICATIONS:** High school certificate (including a pass in the English Language)

**EXPERIENCE:** 1 year

**SKILLS:**

- IT
- Writing
- English language
- Interpersonal
- Communication
- Organisational

**RESPONSIBILITIES:**

- 1. To ensure the proper upkeep of records, materials and publications maintained at the directorate's library**

**DUTIES:****R1: To ensure the proper upkeep of records, materials and publications maintained at the directorate's library**

- a) Provides assistance to researchers in their search for materials and publications kept at the directorate's library.
- b) Handles the loaning out of library materials to requesters from the general public, ensuring that all necessary procedures are properly followed.
- c) Keeps records of publications and materials, as well as their respective movements (whether received, loaned out, stored etc.), ensuring that such records are properly managed and organized
- d) Operates and maintains the computer databases used for the recording of the library's materials, ensuring that they are constantly updated.

## **JOB DESCRIPTION**

**JOB TITLE:** Media Assistant

**MINISTRY:** Information & Communication Infrastructure (MOICI)

**DEPARTMENT:** Department of Information Services

**GRADE:** 4

**REPORTS TO:** Information Officer

**RESPONSIBLE FOR:** None

**PURPOSE:** With the goal of ensuring that the Gambian Government has in place effective and efficient information services, the jobholder provides coverage on government activities, as well as national and international events. He/she also contributes to ensuring that the directorate's publications are up-to-date, accurate and relevant.

**QUALIFICATIONS:** Diploma in Mass Communication, Journalism or related fields

**EXPERIENCE:** 1 year

**SKILLS:**

- IT
- Writing
- English language
- Analytical
- Report-writing
- Interpersonal
- Communication
- Research
- Problem-solving

## **RESPONSIBILITIES:**

- 1. To ensure the effective and efficient dissemination of information on government activities and relevant matters of interest to the public**

## **DUTIES:**

### **R1: To ensure the effective and efficient dissemination of information on government activities and relevant matters of interest to the public**

- Identifies stories and reports to feature on The Gambia Daily newspaper, ensuring that such articles are fit for government publication.
- Provides proper coverage of governmental, national and international events in The Gambia Daily newspaper, to ensure the effective and efficient dissemination of relevant information to the public.
- Researches for and collects materials to feature in the directorate's publications, ensuring that such materials are relevant.
- Contributes to the production of all publications emanating from the Information Services Section (including newspapers, magazines and leaflets), through the writing of relevant information.
- Prepares draft newspaper articles, stories and adverts, for review and editing by senior staff and Editor-in-Chief of The Gambia Daily newspaper.
- Contributes to the writing of feature articles for inclusion into The Gambia Daily newspaper.

## **JOB DESCRIPTION**

**JOB TITLE:** Production Assistant

**MINISTRY:** Information & Communication Infrastructure (MOICI)

**DEPARTMENT:** Department of Information Services

**GRADE:** 3

**REPORTS TO:** Principal Production Assistant

**RESPONSIBLE FOR:** None

**PURPOSE:** With the goal of ensuring that the Gambian Government has in place effective and efficient information services, the jobholder ensures that all the directorate's publications are properly designed and are presentable before dissemination to the public.

**QUALIFICATIONS:** Diploma in Information Technology, Desktop Publishing or related fields

**EXPERIENCE:** 1 year

**SKILLS:**

- Computer
- Typing
- Graphic design
- Analytical
- Interpersonal
- Communication
- Problem-solving

**RESPONSIBILITIES:**

- 1. To ensure the proper designing, arrangement and publishing of the directorate's publications**

## **DUTIES:**

### **R1: To ensure the proper designing, arrangement and publishing of the directorate's publications**

- a) Works on layout designs of the directorate's publications (such as newspapers, magazines, online materials, leaflets etc.), ensuring that they are properly designed and presentable.
- b) Edits photographs that feature on the directorate's publications with graphic design software, ensuring that such photographs are properly edited and presentable.
- c) Types articles, adverts and other related materials, ensuring that inputted information is typed accurately and appropriate for designed formats used in the publications.
- d) Designs adverts to be placed on The Gambia Daily newspaper, ensuring that designs are done according to specifications required by advertisers.

## **JOB DESCRIPTION**

**JOB TITLE:** Photographer

**MINISTRY:** Information & Communication Infrastructure (MOICI)

**DEPARTMENT:** Department of Information Services

**GRADE:** 3

**REPORTS TO:** Senior Technical Officer

**RESPONSIBLE FOR:** None

**PURPOSE:** To ensure that all taken photographs going into the Ministry's publications are appropriate and presentable.

**QUALIFICATIONS:** High school certificate (including a pass in the English Language)

**EXPERIENCE:** 1 year

**SKILLS:**

- Computer
- Photography
- Graphic design
- Interpersonal

**RESPONSIBILITIES:**

- 1. To ensure that appropriate photos feature in the Ministry's publications**

**DUTIES:**

**R1: To ensure that appropriate photos feature in the Ministry's publications**

- a) Takes photographs of events or matters of the Ministry, ensuring that all photographs taken are appropriate and presentable for publication.
- b) Assists the Ministry's production team in the editing of photographs that feature on the Ministry's publications, ensuring that such photographs are properly edited and presentable.

## **JOB DESCRIPTION**

**JOB TITLE:** Photographer

**MINISTRY:** Information & Communication Infrastructure (MOICI)

**DEPARTMENT:** Department of Information Services

**GRADE:** 3

**REPORTS TO:** Senior Technical Officer

**RESPONSIBLE FOR:** None

**PURPOSE:** Ensure that all taken photographs going into the directorate's publications are appropriate and presentable.

**QUALIFICATIONS:** High school certificate (including a pass in the English Language)

**EXPERIENCE:** 1 year

**SKILLS:**

- Computer
- Photography
- Graphic design
- Interpersonal

**RESPONSIBILITIES:**

- 1. To ensure that appropriate photos feature in the directorate's publications**

**DUTIES:**

**R1: To ensure that appropriate photos feature in the directorate's publications**

- a) Takes photographs of events or matters being covered by the Information Services Section of the directorate, ensuring that all photographs taken are appropriate and presentable for publication.
- b) Assists the production team in the editing of photographs that feature on the directorate's publications, ensuring that such photographs are properly edited and presentable.