**TOR for ICT officer**

**Overall Job Description:** The Information and Communication Technology officer (ICT) shall be responsible for ensuring that ICT systems, equipment and other peripherals are in good working condition and that ICT user departments get the necessary support they need to execute their duties.

**The specific duties and responsibilities (including but not limited to the following) are as specified below:**

1. Design, update, and maintain BCCI Public and Intranet websites.
2. Minimum twice-daily error and content checking of BCCI websites.
3. Compiles & designing of reports, documents, brochures and monthly Newsletter activity
4. Repurposing and formatting content received in a variety of formats from various stakeholders to align with the web requirement.
5. Coordinate with stakeholders regarding the updating of information in the BCCI Website.
6. Ensure that site content and design complies with relevant policies and orders issued from time to time.
7. Undertake necessary steps to ensure website security and conduct timely backup of the website.
8. Incorporate other web-based applications and management systems into the websites in accordance to the requirement of the Institute.
9. Pro-actively ensure accessibility and optimum performance of web sites, through regular website audits.
10. Troubleshoot users' technical web-related problems.
11. Analyze the usage of web sites and interpreting web site impact on users and users' needs
12. Assist in the overall deployment and maintenance of IT infrastructure and equipment of the Institute.
13. Research and formulate new applications and innovations for the up gradation of the ICT infrastructure of the Institute.
14. Provide ICT assistance or any other support whenever required.
15. Management of Business Information Center ( data based management, business information collection and providing related business services to the proponent users)
16. Serve as coordinator/focal person for newsletter necessary
17. Compile articles for newsletter from departments/divisions and regional offices of BCCI
18. Attend meetings/seminars/workshops as relevant to prepare articles for newsletter as and when directed.
19. Initiate relevant information sourcing from publications, journals, news and other relevant sources for onwards dissemination through newsletter.
20. Any other tasks as and when assigned by the superior.

**Personal Attributes:**

* Self –motivated , team player , action and result oriented
* Well organized, good communication and reporting skills
* Ability to successfully work under tight project deadlines
* High integrity / ethics and ability to meet deadlines

**Salary & Other Benefits**

* As per the pay scales of the BCCI Service Rules of 2015 ( *for remuneration and benefits, please contact HRO at 77862542 or 02-322742 (Ext: 109) during office hours)*