UNIVERSITY OF NAIROBI
EXTERNAL JOB VACANCIES (PROJECT POSITION)

Applications are invited for the following position:

INFORMATION COMMUNICATIONS AND TECHNOLOGY (ICT) OFFICER, ENGAGE PROJECT, UNIVERSITY OF NAIROBI INSTITUTE OF TROPICAL AND INFECTIOUS DISEASES (UNITID), AD/12/298/23 – 1 POST

Background
The University of Nairobi Institute of Tropical and Infectious Diseases (UNITID) received an Award of project funding following a successful application for funding to the TAKEDA Pharmaceuticals Global Cooperate Social Responsibility (CSR). The project under the title ENabling Girls in Artificial Intelligence (AI) and Growing Expertise (ENGAGE) in Data Science will create a health-focused machine learning training programme for young women in Kenya. This foundational work will allow female data scientists to improve health in their communities. In this ENGAGE project, the University of Nairobi is collaborating with the University of California San Francisco (UCSF) and Kenyan Universities based in several counties.

Job Summary

Reporting to the Project Manager, the ICT officer will be responsible for overseeing the project's technology systems, ensuring their efficiency, security, and functionality. This position involves overseeing the setup, maintenance, and efficient operation of ICT systems to support project objectives.

Responsibilities:

1. **Project Technology Planning:** Collaborate with project managers and stakeholders to understand technology requirements. Develop ICT strategies aligned with project goals and timelines.
2. **ICT Infrastructure Setup**: Lead the setup and configuration of ICT infrastructure necessary for the project, including hardware, software, and network systems.
3. **Technical Support:** Provide hands-on technical support to project team members and beneficiaries. Troubleshoot and resolve ICT-related issues promptly to minimize disruptions.
4. **Technology Integration:** Integrate various technology tools and platforms to streamline project workflows and beneficiary training/learning solutions. Evaluate and recommend new technologies that could enhance project efficiency.
5. **Security Implementation:** Implement and enforce security measures to protect project data and systems from potential risks and cyber threats.
6. **Training and Documentation:** Conduct training sessions for project staff and beneficiaries on ICT tools and systems. Develop documentation and manuals to facilitate effective usage of technology resources.
7. **Vendor Coordination:** support in the identification of vendors for procurement, maintenance, and support of ICT equipment and services.

Job Specifications, Applicants shall have:

i) Bachelor's degree in either Information Technology **OR** Computer Science or a related field.
ii) Minimum five (5) years experience in a project-based ICT role, preferably in a training set up. Experience with user support and training is an added advantage
iii) Proficiency in setting up and maintaining ICT systems including hardware, software, and networks.
iv) The following skills: Strong problem-solving abilities and the capacity to troubleshoot technical issues; excellent communication skills and the ability to collaborate effectively with project teams; Project management skills and the ability to work within project timelines and budgets.
v) Knowledge of data security best practices and experience implementing security measures.
vi) Certifications relevant to ICT project management are advantageous.

Notes

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees indicating their telephone contacts and e-mail contacts;
2. Applications and related documents should be forwarded addressed to the Director, Human Resource, University of Nairobi;
3. Applicants should state their current designations, salaries and other benefits attached to those designations;
4. The application letter must bear the reference code indicated in the advertisement;
5. Late applications will not be considered and
6. Applications should be emailed as one file in PDF: recruit-icto@uonbi.ac.ke

CLOSING DATE: THURSDAY, DECEMBER 21, 2023

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED**