



**UNIVERSITY OF NAIROBI
INTERNAL ADVERTISEMENT**

Applications are invited for the following position:

CHIEF ICT OFFICER (MANAGEMENT INFORMATION SYSTEM, MIS) GRADE 12, INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINISTRATION, ADVERT REF AC/9/207/23 - 4 POSTS

Job Specifications (Applicants shall have)

- Either a MSc in Computer Science or Information Systems or equivalent qualifications from a recognized institution plus five (5) years experience at the level of Senior ICT officer Grade 8/9/10 (DEF) **OR** BSc in Computer Science or Information Systems or equivalent qualification from a recognized institution plus seven (7) years experience at the level of Senior ICT officer Grade 8/9/10 (DEF). In addition, must have experience as follows: at least 3 years in systems design and development, one (1) year team management experience and three (3) years in analyzing user requirements and resolving user requests
- Possess the following: technical skills in all cycles of systems design, development, and implementation, effective communication and good interpersonal skills, ability to work with limited supervision and good systems analytical and diagnostic skills.

Duties and responsibilities:

1. To analyze, design, construct, implement, maintain and support information systems on varied platforms in line with the established standards.
2. To design and implement appropriate systems security elements.
3. To develop adequate documentation for systems.
4. To train system users appropriately.
5. To identify skill requirements and pursue appropriate training.
6. To identify tools and service requirements and advise on their procurement.
7. To perform any other duties assigned by the Deputy Director (MIS).

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, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be forwarded 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.
6. Applications should be emailed as one file in PDF to: recruit-cictomis@uonbi.ac.ke

CLOSING DATE: FRIDAY, OCTOBER 13, 2023

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



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Applications are invited for the following position:

CHIEF ICT OFFICER (NETWORK INFRASTRUCTURE) GRADE 12, INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINISTRATION, ADVERT REF AC/9/208/23 - 2 POSTS

Job Specifications (Applicants shall have)

- Either a a MSc Degree in Computer Science, Electrical/Electronic Engineering, or an equivalent qualification from a recognized University plus five (5) years experience at the level of Senior ICT Officer grade 8/9/10 (DEF) **OR** a BSc in any of the above areas plus seven (7) years experience at the level of Senior ICT Officer grade 8/9/10 (DEF). In addition, must have at least three (3) years of experience in network management in a corporate environment, at least one (1) year's team management experience and a recognized professional certification in Networking or System Administration
- Possess the following: technical skills in network infrastructure management, effective communication and good interpersonal skills and good systems analytical skills.

Duties and responsibilities:

1. To assist in the design, implementation and management of Network Infrastructure in line with the established policies, standards and procedures.
2. To liaise with users in order to define and implement Network Infrastructure projects.
3. To provide high-level maintenance and support for Network Infrastructure in line with the established standards.
4. To maintain robust Network Infrastructure security mechanisms.
5. To monitor and fine-tune the performance of Network Infrastructure.
6. To identify tools, services and facility requirements and advice on their procurement.
7. To perform any other duties assigned by the Manager (Network Infrastructure)

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, as well as indicating their telephone and e-mail contacts.
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Applications are invited for the following position:

CHIEF ICT OFFICER (INTERNET AND EMAIL SERVICES) GRADE 12, INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINISTRATION, ADVERT REF AC/9/209/23 - 1 POST

Job Specifications (Applicants shall have)

- Either a MSc. Degree in Computer Science or Information Systems or an equivalent qualification from a recognized Institution plus five (5) years experience at the level of Senior ICT Officer Grade 8/9/10 (DEF) **OR** a BSc in any of the above areas with Seven (7) years experience at the level of Senior ICT Officer Grade 8/9/10 (DEF). In addition, must have at least three (3) years of experience as System Administrator in a corporate environment, at least one (1) year's team management experience and have a recognized professional certification in Networking or System Administration.
- Possess the following: technical skills in both system administrations on diverse platforms and in Internet and E-mail service provision, good diagnostic skills and good interpersonal and communication skills.

Duties and responsibilities:

1. To assist in the design, implementation and administration of Internet & E-mail Server Systems and services in line with established University's policies, standards and procedures
2. To install, configure, optimize and maintain Internet and E-mail Servers and services.
3. To manage Internet and E-mail services.
4. To assist in the formulation, implementation and enforcement of service usage policies and standards.
5. To design, implement and manage Internet and Email security systems and procedures.
6. To monitor and fine-tune the performance of Internet and Email servers and server processes.
7. To identify tools, services and facility requirements and advice on their procurement.
8. To design, implement and manage server backup procedures.
9. To perform other duties assigned by the Manager (Data Centre).

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, as well as indicating their telephone and e-mail contacts.
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Applications are invited for the following position:

CHIEF ICT OFFICER (SYSTEM ADMINISTRATION) GRADE 12, INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINISTRATION, ADVERT REF AC/9/210/23 - 1 POST

Job Specifications (Applicants shall have)

- Either a MSc. in Computer Science or Information Systems or equivalent qualifications from a recognized Institution plus five (5) years experience at the level of Senior ICT Officer Grade 8/9/10 (DEF) **OR** a BSc in any of the above areas plus seven (7) years experience at the level of Senior ICT Officer Grade 8/9/10 (DEF). In addition must have three (3) years of experience in Systems Administration in a corporate environment, at least one (1) year's team management experience and have a recognized professional certification in Networking or System Administration
- Possess the following: technical skills in System Administration on diverse platforms, effective communication and good interpersonal skills and good systems diagnostic skills.

Duties and responsibilities:

1. To provide system administration services for University servers.
2. To assist in the installation, configuration, maintenance and support of server systems.
3. To manage server systems users.
4. To assist in the implementation and management of server security systems and procedures.
5. To monitor and fine-tune the performance of servers and server processes.
6. To identify tools, services and facility requirements and advice on their procurement.
7. To carry out server systems, recovery, backup procedures and audit systems log.
8. To perform other duties assigned by the Manager (Data Centre).

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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, as well as indicating their telephone and e-mail contacts.
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Applications are invited for the following position:

CHIEF ICT OFFICER (USER SUPPORT SERVICES) GRADE 12, INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINISTRATION, ADVERT REF AC/9/211/23 - 8 POSTS

Job Specifications (Applicants shall have)

- Either a MSc. in Computer Science or Information Systems plus five years (5) experience at the level of Senior ICT Officer Grade 8/9/10 (DEF) **OR** a BSc in any of the above areas plus seven (7) years at the level of Senior ICT Officer Grade 8/9/10 (DEF). In addition, must have at least three (3) years computer and network support experience in a corporate environment, one (1) year's team management experience.
- Must have technical skills in networks infrastructure and service management, effective communication and good interpersonal skills and sound analytical and diagnostic skills.

Duties and responsibilities:

1. To survey, analyze and make recommendations on ICT services in campuses.
2. To implement and maintain LAN infrastructure in line with the established policy and standards and in line with the targets as will be set from time to time.
3. To monitor and ensure optimal performance of communication links.
4. To prepare preventive maintenance schedules and ensure timely executions.
5. To Plan for and implement campus hardware repair.
6. To plan for and maintain copies of necessary software for the smooth running of the support function.
7. To enforce the provisions of the ICT Security Policy.
8. To identify skill requirements for ICT staff in campus and arrange for appropriate training.
9. To develop and implement appropriate user training curriculum and training course content.
10. To supervise the personnel of the User Support Section in the campus
11. To manage the activities of the User Support Section in the campus
12. To perform any other duties assigned by the Director, ICT

NOTES

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Applications are invited for the following position:

CHIEF ICT OFFICER (MAINTENANCE) GRADE 12, INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINISTRATION, ADVERT REF AC/9/212/23 - 1 POST

Job Specifications (Applicants shall have)

- Either a MSc. in Computer Science or Information Systems or Electrical Engineering or equivalent qualification from a recognized University plus five (5) years experience at the level of Senior ICT Officer Grade 8/9/10 (DEF) **OR** a BSc in any of the above areas plus seven (7) years experience at the level of Senior ICT Officer Grade 8/9/10 (DEF). In addition, must have three (3) years experience in service management in a corporate environment and at least one (1) year's team management experience.
- Possess the following: technical skills in System Administration on diverse platforms, effective communication and good interpersonal skills and good systems diagnostic skills.

Duties and responsibilities:

1. To provide leadership in development, implementation, enforcement of ICT Policies and review of the User Support Policies and standards.
2. To design procedures and systems for user support and maintenance activities
3. To participate in the preparation of budgets and procurement of computer hardware, software, services and related facilities.
4. To provide users with consultancy in ICT matters including providing technical representations in ICT related meetings and committees.
5. To manage and supervise ICT projects, resources and services and provide users with liaison interface to the ICT Directorate resources
6. To provide support to users on MIS systems and ensure availability.
7. To facilitate, coordinate and carry out all ICT related trainings
8. To ensure all faculties websites content is uploaded and regularly updated
9. To communicate relevant User Support and Maintenance information to users
10. To manage, coordinate and support all online events within the faculty support clusters
11. To perform any other duties assigned by the Director, ICT

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CHIEF ICT OFFICER (COMMUNICATION) GRADE 12, INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINISTRATION, ADVERT REF AC/9/213/23 - 1 POST

Job Specifications (Applicants shall have)

- Either MSc. Degree in Electrical/Telecommunications Engineering or Computer Networks or an equivalent qualification plus five (5) years experience at the level of Senior ICT Officer Grade 8/9/10 (DEF) **OR** a BSc degree in any of the above areas plus seven (7) years experience at the level of Senior ICT Officer Grade 8/9/10 (DEF). In addition, must have worked for at least 3 years in network management in a corporate environment and at least one (1) year's team management experience.
- Possess the following: technical skills in Telecommunications Infrastructure and Service management, effective communication and good interpersonal skills and good systems analytical skills.

Duties and responsibilities:

1. To assist in planning, designing, implementing, and management of Communications, Infrastructure, and Services in line with the established policies, standards and procedures.
2. To carry out needs assessment in order to define and implement Communications, Infrastructure and Service projects.
3. To formulate, implement and maintain robust Communications, Infrastructure and Services security mechanisms.
4. To monitor and fine-tune the performance of Communications, Infrastructure and Services.
5. To oversee the implementation, maintenance and support of Communications, Infrastructure and Services.
6. To identify tools, services and facility requirements and advice on their procurement.
7. To perform any other duties assigned by the Manager (Communications)

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