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 ADMINSTRATION, 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.