UNIVERSITY OF NAIROBI
INTERNAL ADVERTISEMENT

Applications are invited for the following position:

CHIEF ICT OFFICER (INTERNET AND EMAIL SERVICES) GRADE 12, **INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINSTRATION, 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.
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-cictoiesict@uonbi.ac.ke

CLOSING DATE: FRIDAY, OCTOBER 13, 2023
THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.