UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR ICT OFFICER (MANAGEMENT INFORMATION SYSTEM - MIS) GRADE DEF, **INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINSTRATION, ADVERT REF AD/9/194/23 - 5 POSTS**

Job Specifications (Applicants shall have)

- Either a BSc. Degree **OR** a Higher Diploma in Computer Science or Information Systems or equivalent qualifications from a recognized institution, plus five (5) years experience at the level of ICT Officer Grade ABC. In addition, must have at least one (1) year experience in systems/ software development.
- Possess the following: technical skills in systems development; effective communication and good interpersonal skills; good system implementation skills; ability to work with limited supervision in information systems teams and sound 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 implement software security features.
3. To adequately document developed systems.
4. To train users on rolled out systems.
5. 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-sictomis@uonbi.ac.ke

CLOSING DATE: FRIDAY, OCTOBER 13, 2023

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

UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR ICT OFFICER (NETWORK INFRASTRUCTURE) GRADE DEF, **INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINSTRATION, ADVERT REF AD/9/195/23 - 1 POST**

Job Specifications (Applicants shall have)

- Either a BSc. Degree **OR** a Higher Diploma in either Computer Science or Electrical/Electronic Engineering or equivalent qualifications from a recognized learning institution plus five (5) years experience at the level of ICT Officer Grade ABC. In addition, must have at least one (1) year experience in Network Infrastructure management in a corporate environment.
- Possess the following: technical skills in networks infrastructure management, effective communication and good interpersonal skills and must have 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 perform needs assessment to define and implement Network Infrastructure projects.
3. To provide high-level maintenance and support for Network.
4. To maintain robust Network Infrastructure security mechanisms.
5. To monitor and fine-tune the performance of Network Infrastructure.
6. To assist identify tools, services and facility requirements and advice on their procurement.
7. To perform any other duties assigned by the Deputy Director (Data Centre & Network services)

NOTES

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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.
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UNIVERSITY OF NAIROBI
INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR ICT OFFICER (INTERNET & EMAIL SERVICES) GRADE DEF, **INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINSTRATION, ADVERT REF AD/9/196/23 - 1 POST**

Job Specifications (Applicants shall have)

- Either a BSc Degree **OR** a higher diploma in either Computer Science or Information Systems or an equivalent qualifications from a recognized learning institution plus five (5) years experience at the level of ICT Officer grade ABC. In addition, must have at least one (1) year experience in Internet services provision in a corporate environment.
- Must Possess the following**:** technical skills in system administration on diverse platforms; technical skills in Internet and E-mail service provision; good diagnostic skills and good interpersonal and communication skills.

Duties and responsibilities:

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

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.
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UNIVERSITY OF NAIROBI
INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR ICT OFFICER (DATABASE ADMINISTRATION) GRADE DEF, **INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINSTRATION, ADVERT REF AD/9/197/23 - 1 POST**

Job Specifications (Applicants shall have)

- Either a BSc. Degree **OR** a Higher Diploma in either Computer Science or Information Systems or equivalent qualifications from a recognized learning institution, plus five (5) years experience at the level of ICT Officer Grade ABC. In addition, must have one (1) year experience in Database Administration in a corporate environment.
- Must Possess the following: technical skills in Database design and implementation; effective communication and good interpersonal skills and good systems analytical and diagnostic skills.

Duties and responsibilities:

1. To assist in planning, designing, implementation and management of the University corporate Databases
2. To assist in evaluation, installation, testing, configuration and maintenance of database and related products software.
3. To carry out database backups, performance monitoring and tuning, data recovery.
4. To ensure database security and assist systems developers with database issues.
5. To perform any other duties assigned by the Deputy Director (Data Centre & Network Services)

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-sictodba@uonbi.ac.ke

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UNIVERSITY OF NAIROBI
INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR ICT OFFICER (SYSTEM ADMINISTRATION) GRADE DEF, **INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINSTRATION, ADVERT REF AD/9/198/23 - 1 POST**

Job Specifications (Applicants shall have)

- Either a BSc. Degree **OR** a Higher Diploma in either Computer Science or Information Systems or equivalent qualifications from a recognized learning institution plus five (5) years experience at the level of ICT officer Grade ABC. In addition, must have 1-year experience in Systems Administration in a corporate environment.
- Must 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 Deputy Director (Data Centre & Network Services)

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-sictosa@uonbi.ac.ke

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UNIVERSITY OF NAIROBI
INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR ICT OFFICER (ICT SECURITY) GRADE DEF, **INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINSTRATION, ADVERT REF AD/9/199/23 - 2 POSTS**

Job Specifications (Applicants shall have)

- Either a BSc. degree **OR** a Higher Diploma in Computer Science or equivalent qualification from a recognized learning institution plus five (5) years experience as an ICT Officer Grade ABC. In addition, must have at least one (1) year relevant technical experience in a corporate environment and be a person of high integrity.
- Must possess the following: necessary skills to carry out computer-based systems auditing, good interpersonal and communication skills; a proven track record for problem solving and a sound diagnostic ability and ability to work with limited supervision.

Duties and Responsibilities:

1. To assist in the development, implementation and enforcement of necessary security policies, standards and measures
2. To manage the university's corporate antivirus solutions
3. To assist in the management of the University's firewall systems
4. To manage, audit and carry out regular maintenance on ICT security servers.
5. To research on current trends in ICT security practices and proposes best practice solutions appropriate to the University
6. To perform any other duties as assigned by the Deputy Director (Data Centre & Network Services)

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-sictosecu@uonbi.ac.ke

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UNIVERSITY OF NAIROBI
INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR ICT OFFICER (USER SUPPORT SERVICES) GRADE DEF, **INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINSTRATION, ADVERT REF AD/9/200/23 - 16 POSTS**

Job Specifications (Applicants shall have)

- Either a BSc degree **OR** a Higher Diploma in any of the following fields: Computer Science or Information system or information Technology or equivalent qualifications from a learning recognized institution plus five (5) years experience at the level of ICT officer grade ABC. In addition, should have at least one (1) year experience in computer and network support.
- Must possess the following**:** technical skills in networks infrastructure, communication, and service management; effective communication and good interpersonal skills and good systems analytical and diagnostic skills.

Duties and responsibilities:

1. To implement, maintain and support computer and communication networks in line with the established standards.
2. To train users in and provide support for proper use and access of networked resources and services.
3. To implement client-level security configurations to minimize host vulnerabilities.
4. To manage assigned segments of Local Area Networks.
5. To adequately document network infrastructure and related issues.
6. To identify skill requirements and recommend appropriate training.
7. To identify tools, services and repair facility requirements.
8. To perform any other duties assigned by the Deputy Director (USS&M)

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-sictous@uonbi.ac.ke

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UNIVERSITY OF NAIROBI
INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR ICT OFFICER (MAINTENANCE) GRADE DEF, **INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINSTRATION, ADVERT REF AD/9/201/23 - 1 POST**

Job Specifications (Applicants shall have)

- Either a BSc. Degree **OR** a Higher Diploma in any of the following fields: Electrical & Electronic Engineering or Computer Science/Information Technology or an equivalent qualifications from a recognized learning institution plus five (5) years experience at the level of ICT officer grade ABC, In addition, must have at least 1-year technical experience in computer networks and equipment support.
- Must possess the following: technical skills in ICT hardware Maintenance, effective communication and good interpersonal skills and sound systems analytical and diagnostic skills.

Duties and responsibilities:

1. Prepare PCs for users by installing required and standard software.
2. Troubleshoot and repair problems with workstations. Including, but not limited to: Replace system board, hard drive, power supply, CD/DVD drive, video or other drivers.
3. Troubleshoot, configure and repair printers, Monitors and other PC peripheral devices.
4. Keep necessary information on the repairs and maintenance of different equipment
5. Installs, configures, and maintains a variety of computer equipment including computer terminals, printers, modems, personal computers and communications equipment.
6. Maintains inventory of supplies and equipment.
7. Installation, repair, and preventative maintenance of ICT equipment.
8. Troubleshooting software and hardware failures and identifying network problems when they relate to personal computers (laptop or desktop)
9. To perform any other duties assigned by the Manager (Maintenance)

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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3. Applicants should state their current designations, salaries and other benefits attached to those designations.
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6. Applications should be emailed as one file in PDF to: recruit-sictomnt@uonbi.ac.ke

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INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR ICT OFFICER (VOICE SERVICES) GRADE DEF, **INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINSTRATION, ADVERT REF AD/9/202/23 - 3 POSTS**

Job Specifications (Applicants shall have)

- Either a BSc. degree **OR** a Higher Diploma in an of the following fields: Telecommunication, Electrical/Electronic Engineering, Computer Science or equivalent qualifications from a recognized learning institution plus five (5) years' experience at the level of ICT Officer grade ABC. In addition, must have at least 1-year experience in communication networks design and services support.
- Must possess the following: technical skills in telecommunication networks, and service management; effective communication and good interpersonal skills and good systems analytical and diagnostic skills.

Duties and responsibilities:

1. To implement, maintain and support communication networks in line with the established standards.
2. To train users in and provide support for proper use and access of communication resources and services.
3. To configure and ensure proper functioning of communication equipment.
4. To implement and enforce communication policies and standards
5. To implement client-level security configurations to minimize host vulnerabilities.
6. To manage assigned segments of communication Networks.
7. To adequately document communication infrastructure and related issues.
8. To identify tools, services and repair facility requirements.
9. To Install and technically maintain billing system(s)
10. To Monitor and ensure continuous improvement of services
11. To Maintain backup for communication data on servers
12. To perform any other duties assigned by the Deputy Director, Communication

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.
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6. Applications should be emailed as one file in PDF to: recruit-sictov@uonbi.ac.ke

CLOSING DATE: FRIDAY, OCTOBER 13, 2023

THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.

UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR ICT OFFICER (TELEPHONE OPERATIONS) GRADE DEF, **INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINSTRATION, ADVERT REF AD/9/203/23 - 4 POSTS**

Job Specifications (Applicants shall have)

- Either a BSc. Degree in Information Sciences **OR** a Higher Diploma In communication equivalent qualifications from a recognized institution plus five (5) years experience at the level of ICT Officer Grade ABC. In addition, should have at least one (1) year experience in communication services support that must include Call Centre management.
- Must possess the following: technical skills in telephone operations; effective communication and good interpersonal skills and good systems analytical and diagnostic skills.

Duties and responsibilities:

1. To train users in and provide support for proper use and access of communication resources and services.
2. To implement and enforce communication policies and standards
3. To manage assigned segments of call centers.
4. To adequately document communication services and related issues.
5. To Monitor and ensure continuous improvement of services
6. To record reported faults and communicate to the technical team
7. Supervision of call center staff
8. To perform any other duties assigned by the Deputy Director, Communication

NOTES

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INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR ICT OFFICER (MULTIMEDIA SERVICES) GRADE DEF, **INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINSTRATION, ADVERT REF AD/9/204/23 - 3 POSTS**

Job Specifications (Applicants shall have)

- Either a BSc degree **OR** a Higher in diploma in either Computer Science or Electrical/Electronic Engineering or equivalent qualifications from a recognized institution plus five (5) years experience at the level of ICT Officer Grade ABC. In addition, should have at least one (1) year experience in communication networks design and service support.
- Must possess the following: technical skills in computer networks; effective communication and good interpersonal skills and good systems analytical and diagnostic skills.

Duties and responsibilities:

1. To implement, maintain and support computer or communication networks in line with the established standards.
2. To train users in and provide support for proper use and access of multimedia communication resources and services.
3. To configure and ensure proper functioning of communication equipment.
4. To implement and enforce multimedia policies and standards
5. To implement client-level security configurations to minimize host vulnerabilities.
6. To adequately document communication infrastructure and related issues.
7. To identify tools, services and repair facility requirements.
8. To Monitor and ensure continuous improvement of services
9. To perform any other duties assigned by the Deputy Director, Communication

NOTES

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