



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

DEPUTY DIRECTOR (COMMUNICATION), INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINISTRATION – ADVERT REF AC/9/186/23 – 1 POST

Job specifications (Applicants shall have)

- Masters Degree in Computer Science or Information Systems or equivalent qualifications from a recognized institution with over ten (10) years of experience three (3) of which are at Grade 13. In addition they must have the following: at least ten (10) years of technical experience and at least ten (10) years of managerial experience
- Possess the following: managerial skills preferably gained from a corporate environment, good communication skills, technical skills in skills in Information Systems at Bachelor's degree level or equivalent, good track record for problem solving and sound diagnostic and ability provide leadership in the fields of communication technology and Research & Development
- Must be a person of high integrity

Duties and Responsibilities:

1. To carry out strategic planning for Communication Services in line with the University Corporate Planning.
2. To provide technical guidance in procurement of necessary hardware, software, services and facilities.
3. To liaise with the wider University Management in the realization of the University strategic plans for Communication Services.
4. To liaise with the other Deputy Directors to ensure effective and efficient running of University Communication Services.
5. To provide oversight and leadership in planning, development, implementation, operation and maintenance of communication systems and services.
6. Development, implementation and enforcement of communication services policies, standard's, work procedure and quality assurance.
7. To Liaise with management in realization of communication services strategic plan
8. To effectively and efficiently run and coordinate communication section.
9. To develop, implement and enforce necessary communication security measures.
10. To monitor progress and recommend corrective action in the execution of the activities of the work plans for all the officers in the section and to give exception reports/recommendations to the Director for action on each individual work plan

11. To assist enforce punctuality as well as smooth and efficient execution of duty at the work place for section staff
12. To actualize the Service Charter requirements
13. To carry out any other duties assigned by the Director, ICT

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-ddcict@uonbi.ac.ke

CLOSING DATE: FRIDAY SEPTEMBER 29, 2023

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