UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

MANAGER (ICT MAINTENANCE), GRADE 13, INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINSTRATION – ADVERT REF AC/9/190/23 – 1 POST

Job Specifications (Applicants should have)

- MSc. Degree in any of the following fields: Computer Science; Information Systems; Electrical Engineering or an equivalent qualifications plus five (5) years experience at the level of Chief ICT Officer, Grade 12 **OR** BSc. in the above mentioned fields plus ten (10) years experience at the level of Chief ICT Officer Grade 12. In addition they must have: at least seven (7) years in a corporate environment and at least three (3) years of experience in team management
- Possess the following: technical skills in service management, good systems diagnostic and analytical skills and effective communication and good interpersonal skills.

Duties and responsibilities:

1. To provide leadership in developing, implementing, and enforcing ICT Policies and reviewing the User Support Policies and standards.
2. To design procedures and systems for user support and maintenance activities
3. Prepare budgets and procure 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 a liaison interface to the ICT Directorate resources
6. Provide support to users on MIS systems and ensure availability.
7. To facilitate, coordinate and carry out all ICT-related training
8. Ensure all faculties website 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. perform 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-mmnt@uonbi.ac.ke

CLOSING DATE: FRIDAY, SEPTEMBER 29, 2023

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