



UNIVERSITY OF NAIROBI

EXTERNAL ADVERTISEMENT

Applications are invited from qualified persons for the position shown below.

DEPUTY DIRECTOR (COMMUNICATION), GRADE 14; INFORMATION AND TECHNOLOGY CENTRE (ICTC), ADVERT REF AC/12/291/23 - 1 POST **COMMUNICATION**

Salary and benefits

Basic Salary: Kshs 162,303-228,848
House Allowances: Kshs 66,344

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

Academic and professional:

- a) Have a relevant Bachelor's Degree in Computer Science or Information Systems or equivalent qualifications from a recognized institution from a university recognized in Kenya;
- b) Master's Degree in Computer Science or Information Systems or equivalent qualifications from a recognized institution.

Experience and skills

- a) With 10 years of managerial and technical experience
- b) 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
- c) Must be a person of high integrity.

Duties and Responsibilities:

The duties and responsibilities shall include but are not limited to:

- a) To carry out strategic planning for Communication Services in line with the University Corporate Planning.
- b) To provide technical guidance in procurement of necessary hardware, software, services and facilities.
- c) To liaise with the wider University Management in the realization of the University strategic plans for Communication Services.
- d) To liaise with the other Deputy Directors to ensure effective and efficient running of University Communication Services.
- e) To provide oversight and leadership in planning, development, implementation, operation and maintenance of communication systems and services.
- f) Development, implementation and enforcement of communication services policies, Standard's, work procedure and quality assurance.

- g) To liaise with management in realization of communication services strategic plan
- h) To effectively and efficiently run and coordinate communication section.
- i) To develop, implement and enforce necessary communication security measures.
- j) 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
- k) To assist enforce punctuality as well as smooth and efficient execution of duty at the work place for section staff
- l) To actualize the Service Charter requirements
- m) Any other duties as assigned by the Vice Chancellor from time to time

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 addressed to the Chair of Council, University of Nairobi, P.O. Box 30197, 00100, Nairobi, Kenya
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.
5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
 - a. Kenya Revenue Authority
 - b. Higher education Loans Board
 - c. Ethics and Anti-corruption Commission
 - d. Criminal Investigation Department
 - e. Credit Reference Bureau
6. Applications should be emailed as one file in PDF to: appstocouncil@uonbi.ac.ke .

CLOSING DATE: TUESDAY, DECEMBER 26, 2023

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