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.
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-sictoies@uonbi.ac.ke

CLOSING DATE: FRIDAY, OCTOBER 13, 2023

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