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

CLOSING DATE: FRIDAY, OCTOBER 13, 2023

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