



UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

PROJECT LEADER, (MIS), GRADE 13, INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINISTRATION – ADVERT REF AC/9/192/23 – 8 POSTS

Job Specifications (Applicants should have)

- MSc. Degree in any of the following fields: Computer Science; Information Systems; 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 or equivalent qualifications plus ten (10) year's experience at the level of Chief ICT Officer Grade 12. In addition they must have: at least five (5) years in systems development in a corporate environment and at least three (3) years' experience in team leadership and must evidence of implemented systems taken through the full system development lifecycle from conceptualization to implementation
- Possess the following: technical skills in Information Systems design, development and Implementation, sound systems analysis, design and diagnostic skills, effective communication and good interpersonal skills and ability to work with limited supervision

Duties and responsibilities:

1. To provide leadership and management of several information systems development projects.
2. To develop, review, and enforce appropriate Information Systems Policies and standards.
3. To liaise with user departments in defining user requirements for information systems projects.
4. To appropriately budget, allocate and organise resources and project teams for Systems development projects.
5. To oversee information systems analysis, design, construction, implementation, maintenance, and support across varied platforms.
6. To design and implement appropriate systems security elements.
7. To monitor and evaluate development projects against established standards.
8. To identify skill requirements and implement appropriate training.
9. To identify tools and services requirements and advice on their procurement.
10. To 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-plmis@uonbi.ac.ke

CLOSING DATE: FRIDAY, SEPTEMBER 29, 2023

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