



**UNIVERSITY OF NAIROBI
INTERNAL ADVERTISEMENT**

Applications are invited for the following position:

CHIEF ICT OFFICER (MAINTENANCE) GRADE 12, INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINISTRATION, ADVERT REF AC/9/212/23 - 1 POST

Job Specifications (Applicants shall have)

- Either a MSc. in Computer Science or Information Systems or Electrical Engineering or equivalent qualification from a recognized University plus five (5) years experience at the level of Senior ICT Officer Grade 8/9/10 (DEF) **OR** a BSc in any of the above areas plus seven (7) years experience at the level of Senior ICT Officer Grade 8/9/10 (DEF). In addition, must have three (3) years experience in service management in a corporate environment and at least one (1) year's team management experience.
- 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 leadership in development, implementation, enforcement of ICT Policies and review of the User Support Policies and standards.
2. To design procedures and systems for user support and maintenance activities
3. To participate in the preparation of budgets and procurement of 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 liaison interface to the ICT Directorate resources
6. To provide support to users on MIS systems and ensure availability.
7. To facilitate, coordinate and carry out all ICT related trainings
8. To ensure all faculties websites 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. 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-cictom@uonbi.ac.ke

CLOSING DATE: FRIDAY, OCTOBER 13, 2023

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