



**UNIVERSITY OF NAIROBI
INTERNAL ADVERTISEMENT**

Applications are invited for the following position:

**ASSISTANT CHIEF ICT OFFICER (MANAGEMENT INFORMATION SYSTEMS, MIS) GRADE 11,
INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL
ADMINSTRATION, ADVERT REF AC/9/217/23 - 2 POSTS**

Job Specifications (Applicants shall have)

- Either a BSc. Degree in Electrical/Telecommunications Engineering/Computer Science or Computer Networks or Information Technology or an equivalent qualification **OR** Higher Diploma in a relevant field plus three (3) years experience at the level of Senior ICT Officer grade 8/9/10 (DEF).
- Possess the following: technical skills in MIS systems development and support, effective communication and good interpersonal skills and good systems analytical skills

Duties and responsibilities:

1. Implementation, maintenance and support of ICT Systems in line with the established standards
2. Training of users in and provision of support for proper use and access to ICT resources and services
3. Implementation of client-level ICT configurations to minimize host vulnerabilities
4. Management of assigned segments of the ICT system
5. Documentation of ICT infrastructure and related services
6. Identification of skills requirements and recommendation of appropriate training
7. Identification of tools, services and facility requirements
8. Implementation of ICT policies and standards
9. Support in development, implementation and maintenance of ICT systems
10. Support and maintenance of ICT system of websites
11. Any other relevant duties as may be prescribed by the Head of Unit/Section/Department

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-acictomis@uonbi.ac.ke

CLOSING DATE: FRIDAY, OCTOBER 13, 2023

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