



UNIVERSITY OF NAIROBI INTERNAL ADVERTISEMENT

Applications are invited for the following position:

ICT OFFICER (MAINTENANCE) GRADE ABC, INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINISTRATION, ADVERT REF AD/9/206/23 - 5 POSTS

Job Specifications (Applicants shall have)

- KCSE mean grade C with credits in relevant subjects plus an ordinary Diploma in either Electrical/Electronic Engineering or Computer Science, or equivalent qualifications from a recognized learning institution plus three (3) years relevant experience. In addition, should have at least 3 year of computer networks and equipment support services experience.
- Must possess the following: technical skills in maintenance of communication infrastructure and peripherals; sound systems analytical and diagnostic skills; PC Security and software installation and configuration skills and effective communication and good interpersonal skills.

Duties and responsibilities:

1. To prepare PCs for users by installing required and standard software.
2. To troubleshoot and repair ICT equipment, software and accessories.
3. To maintain records on the repairs and maintenance of different equipment
4. To troubleshoot and repair network equipment and accessories.
5. To perform any other duties assigned by the Manager Maintenance

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-ictomis@uonbi.ac.ke

CLOSING DATE: FRIDAY, OCTOBER 13, 2023

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