



UNIVERSITY OF NAIROBI INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR ICT OFFICER (MAINTENANCE) GRADE DEF, INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINISTRATION, ADVERT REF AD/9/201/23 - 1 POST

Job Specifications (Applicants shall have)

- Either a BSc. Degree **OR** a Higher Diploma in any of the following fields: Electrical & Electronic Engineering or Computer Science/Information Technology or an equivalent qualifications from a recognized learning institution plus five (5) years experience at the level of ICT officer grade ABC, In addition, must have at least 1-year technical experience in computer networks and equipment support.
- Must possess the following: technical skills in ICT hardware Maintenance, effective communication and good interpersonal skills and sound systems analytical and diagnostic skills.

Duties and responsibilities:

1. Prepare PCs for users by installing required and standard software.
2. Troubleshoot and repair problems with workstations. Including, but not limited to: Replace system board, hard drive, power supply, CD/DVD drive, video or other drivers.
3. Troubleshoot, configure and repair printers, Monitors and other PC peripheral devices.
4. Keep necessary information on the repairs and maintenance of different equipment
5. Installs, configures, and maintains a variety of computer equipment including computer terminals, printers, modems, personal computers and communications equipment.
6. Maintains inventory of supplies and equipment.
7. Installation, repair, and preventative maintenance of ICT equipment.
8. Troubleshooting software and hardware failures and identifying network problems when they relate to personal computers (laptop or desktop)
9. 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-sictomnt@uonbi.ac.ke

CLOSING DATE: FRIDAY, OCTOBER 13, 2023

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