



UNIVERSITY OF NAIROBI INTERNAL ADVERTISEMENT

Applications are invited for the following position:

SENIOR ICT OFFICER (VOICE SERVICES) GRADE DEF, INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINISTRATION, ADVERT REF AD/9/202/23 - 3 POSTS

Job Specifications (Applicants shall have)

- Either a BSc. degree **OR** a Higher Diploma in any of the following fields: Telecommunication, Electrical/Electronic Engineering, Computer Science or 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 experience in communication networks design and services support.
- Must possess the following: technical skills in telecommunication networks, and service management; effective communication and good interpersonal skills and good systems analytical and diagnostic skills.

Duties and responsibilities:

1. To implement, maintain and support communication networks in line with the established standards.
2. To train users in and provide support for proper use and access of communication resources and services.
3. To configure and ensure proper functioning of communication equipment.
4. To implement and enforce communication policies and standards
5. To implement client-level security configurations to minimize host vulnerabilities.
6. To manage assigned segments of communication Networks.
7. To adequately document communication infrastructure and related issues.
8. To identify tools, services and repair facility requirements.
9. To Install and technically maintain billing system(s)
10. To Monitor and ensure continuous improvement of services
11. To Maintain backup for communication data on servers
12. To perform any other duties assigned by the Deputy Director, Communication

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-sictov@uonbi.ac.ke

CLOSING DATE: FRIDAY, OCTOBER 13, 2023

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

