



# UNIVERSITY OF NAIROBI

## INTERNAL ADVERTISEMENT

Applications are invited for the following position:

**DEPUTY DIRECTOR (MANAGEMENT INFORMATION SYSTEMS, MIS), INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINISTRATION – ADVERT REF AC/9/184/23 – 2 POSTS**

### **Job specifications (Applicants shall have)**

- Masters Degree in Computer Science or Information Systems or equivalent qualifications from a recognized institution with over ten (10) years of experience three (3) of which are at Grade 13. In addition they must have the following: at least ten (10) years of technical experience and at least ten (10) years of managerial experience
- Possess the following: managerial skills preferably gained from a corporate environment, technical skills in Information Systems at Bachelor's Degree level, good communication skills, a good track record of problem-solving and sound diagnostic ability and ability to provide leadership in the fields of Information Systems and Research & Development
- Must be a person of high integrity

### **Duties and Responsibilities:**

1. To carry out strategic information systems planning in line with the University's Corporate Planning.
2. To provide leadership in the planning, development, operation and maintenance of University Information Systems.
3. To oversee the planning and implementation of Information Systems and human resource development.
4. To provide technical guidance in procurement of necessary hardware, software, services and facilities.
5. To develop, implement and enforce information systems policies, standards and quality assurance.
6. To liaise with the broader University Management in the realisation of the University strategic plans for Information Systems.
7. To liaise with the other Deputy Directors to ensure effective and efficient running of University Information Systems.
8. To provide Information Services to user departments by Service Level Agreements
9. To monitor and evaluate information services, Management Information Systems projects and personnel in the Management Information Services section.
10. To develop, implement and enforce necessary data and systems security measures.
11. To monitor progress and recommend corrective action in the execution of the activities of the work plans for all the officers in the section and to give exception reports/recommendations to the Director for action on each individual work plan

12. To assist in enforcing punctuality as well as smooth and efficient execution of duty at work place for section staff
13. To actualize the Service Charter requirements
14. To carry out 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-ddmisict@uonbi.ac.ke](mailto:recruit-ddmisict@uonbi.ac.ke)

**CLOSING DATE: FRIDAY SEPTEMBER 29, 2023**

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