UNIVERSITY OF NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited for the following position:

MANAGER (COMMUNICATION), GRADE 13, INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINSTRATION – ADVERT REF AC/9/191/23 – 1 POST

Job Specifications (Applicants should have)

- MSc. Degree in any of the following fields: Computer Science; Information Systems; Electrical/Telecommunications Engineering or an equivalent qualifications plus five (5) years experience at the level of Chief ICT Officer, Grade 12 **OR** BSc. in the above mentioned fields plus ten (10) years experience at the level of Chief ICT Officer Grade 12. In addition they must have: at least five (5) years in network management in a corporate environment and at least three (3) years' experience in team management experience.
- Possess the following: technical skills in telecommunications infrastructure and service management, good systems analytical skills, effective communication and good interpersonal skills

Duties and responsibilities:

1. To plan, design, implement and manage Communications, Infrastructure and Services in line with the established policies, standards and procedures.
2. To carry out a needs assessment to define and implement Communications, infrastructure and Service projects.
3. To formulate, implement and maintain robust Communications, Infrastructure and Services security mechanisms.
4. To monitor and fine-tune the performance of Communications, Infrastructure and Services.
5. To oversee the implementation, maintenance and support of Communications, Infrastructure and Services
6. To identify skill requirements and implement appropriate training.
7. To identify tools, services and facility requirements and advice on their procurement.
8. To perform any other duties assigned by the Deputy Director (CNIS).

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-mcom@uonbi.ac.ke

CLOSING DATE: FRIDAY, SEPTEMBER 29, 2023

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