UNIVERSITY OF NAIROBI
INTERNAL ADVERTISEMENT

Applications are invited for the following position:

ICT OFFICER (USER SUPPORT SERVICES) GRADE ABC, **INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINSTRATION, ADVERT REF AD/9/205/23 - 6 POSTS**

Job Specifications (Applicants shall have)

- KCSE mean grade C with credits in the relevant subjects plus an ordinary Diploma in either Computer Science or Electrical/Electronic Engineering or equivalent qualifications plus 3 years' relevant experience. In addition, should have at least 3 year's user support services experience.
- Must possess the following: technical skills in networks and communication infrastructure and service management; 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 train users in and provide support for proper use PC software and hardware.
2. To ensure proper functioning of computer equipment, communication and network resources.
3. To support communication network, equipment and services
4. To monitor and ensure proper functioning of assigned segments of Local Area Networks
5. To support information systems and websites at designated sites
6. To maintain client-level security configurations to minimize host vulnerabilities.
7. To perform any other duties assigned by the Manager (USS)

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-ictouss@uonbi.ac.ke

CLOSING DATE: FRIDAY, OCTOBER 13, 2023

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

UNIVERSITY OF NAIROBI
INTERNAL ADVERTISEMENT

Applications are invited for the following position:

ICT OFFICER (MAINTENANCE) GRADE ABC, INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), CENTRAL ADMINSTRATION, 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

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