



## UNIVERSITY OF NAIROBI EXTERNAL JOB VACANCIES (PROJECT POSITIONS)

Applications are invited for the following position:

### **ICT OFFICER (GREEN-STEM) PROJECT, ADVERT REF: AD/1/4/26, 1 POST**

#### **The Project:**

The GREEN-STEM Project is part of the Intra-Africa Academic Mobility Scheme and involves collaboration among five universities from Kenya, Nigeria, Rwanda, South Africa, and France. It aims to strengthen higher education and research capacities across Africa through academic mobility and cooperation. The project responds to major continental challenges such as low development, under-resourced education systems, youth unemployment, and carbon-dependent economies. Its mission is to position African universities as leaders in sustainable and green development by leveraging science, technology, engineering, and mathematics (STEM). GREEN-STEM promotes innovation, knowledge sharing, and climate change resilience through academic partnerships. Ultimately, it seeks to cultivate a generation of multicultural, skilled, and entrepreneurial young professionals dedicated to addressing Africa's societal and environmental needs.

#### **Job Purpose:**

The ICT Officer will be responsible for providing technical leadership and digital systems support for the Green STEM Project, ensuring efficient digital communication, data management, and information flow across the consortium

#### **Duties and Responsibilities:**

- a) Develop, maintain, and manage the Green STEM Project's digital platforms, including the project website, online platforms and database.
- b) Provide ICT support to project staff and partners within the Central Coordination Office and Local Coordination Offices.
- c) Ensure reliable connectivity, data storage, and information security for all project-related information.
- d) Troubleshoot technical issues and provide timely support for project-related events, workshops, and virtual meetings.
- e) Maintain the Green STEM Project's website and online communication tools to promote visibility and knowledge sharing.
- f) Support the development and dissemination of digital content, including newsletters, reports, graphics, and multimedia materials.
- g) Manage social media platforms and digital campaigns aligned with project communication strategies.
- h) Coordinate digital data collection and storage systems to support monitoring, evaluation, and reporting.
- i) Any other duties that may be allocated by the supervisor.

**Job Specification:**

- a) Bachelor's degree in any of the following areas; Information Technology, Computer Science, ICT Management, or a related field.
- b) At least three (3) years' professional experience in ICT administration, digital systems management, or project ICT support.
- c) Proven experience in website development, database management, and digital communication tools.
- d) Strong understanding of network systems, cybersecurity, and cloud-based collaboration platforms.

**Terms of Employment:**

The GREEN-STEM Project wishes to recruit an ICT Officer (1), on a full-time basis for a period of one year.

**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 indicating their telephone contacts and e-mail contacts;
2. Applications and related documents should be forwarded addressed 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-ictgspua@uonbi.ac.ke](mailto:recruit-ictgspua@uonbi.ac.ke)

**CLOSING DATE: JANUARY 29, 2026**

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

