UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCY (PROJECT POSITION)

Applications are invited for the following position:

ICT ASSISTANT - USAID FAHARI YA JAMII PROGRAM- AD/11/266/2023, 1 POST

The Project

The University of Nairobi is implementing a United States Agency for International Development (USAID) project (USAID Fahari ya Jamii) to support implementation of the Kenya Health Partnerships for Quality Services (HIV, FP/RMNCAH, Nutrition and WASH) in Nairobi and Kajiado Counties. To successfully implement, the project seeks to competitively fill the above position:

The Position

This is a fulltime position supporting Nairobi and Kajiado Counties

Job Summary

The ICT Assistant will ensure overall ICT support for Fahari Ya Jamii offices and supported facilities on all ICT functions ensuring smooth, problem free and well-documented systems to ensure the goals of USAID Fahari Jamii strategic plan are in progress.

Duties and responsibilities

Specifically, ICT Assistant will perform the following job duties:

i. Assist with the development, implementation, and maintenance of software solutions.
ii. Troubleshoot and resolve network issues to ensure seamless operations.
iii. Collaborate with the ICT leads to provide technical support to end-users.
iv. Demonstrate expertise in Health Management Information Systems, particularly KenyaEMR and WebADT.
v. Carry out proactive assessment of user needs in terms of software and applications and installation of the same on computers for all relevant users
vi. Integrate security, physical control solutions for all confidential data and systems.
vii. Enhance office IT system through appropriate upgrades and advise Operations Unit on changes or improvements required.
viii. Carry out any other assigned duties within the overall function commensurate with the level of responsibilities of the position.

Job specifications

    i.   Bachelor's degree in ICT, Software Engineering, or Computer Science.
   ii.   Proficiency in the use of ICT particularly in development of web-based solutions, working with databases, programming languages and software development
  iii.   A minimum of 2 years of relevant work experience.
  iv.   Familiarity with Health Management Information Systems (HMIS), including KenyaEMR and WebADT.
   v.   Good organisation, interpersonal, negotiation and high level of computer skills, including excellent knowledge of Microsoft Office applications

Terms of appointment

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience.

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 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-icta@fyj.uonbi.ac.ke

<p style="text-align:center;color:red;">CLOSING DATE: FRIDAY, DECEMBER 8, 2023</p>

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