



## Kirinyaga University

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### VACANCY

Kirinyaga University is a chartered government owned and established under the Universities Act No.42 of 2012. At present, the University runs degree programmes across four faculties; Health Sciences, Business and Education, Pure and Applied Sciences and Engineering and Technology. The University, situated about 115 kilometers from Nairobi, is among the vibrant and fastest growing citadels of learning in Kenya.

The University invites applications from suitably qualified and experienced persons with excellent academic credentials to fill the following vacant position;

#### NON-ACADEMIC POSITION

<b>ICT Manager</b>	<b>Grade 15</b>	<b>1 Position</b>	<b>KyU/NT/093/09/2023</b>
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#### Duties and Responsibilities:

- a) Monitor implementation of ICT project activities at the university to ensure that they are done according to schedule.
- b) Prepare tactical and operational plans for the ICT department to ensure that all ICT tools, processes and systems are in place to meet the ICT requirements.
- c) Oversee the implementation and success of ERP system in the University for efficient service delivery.
- d) Overseeing ICT projects, including planning, scheduling, managing and progress reporting.
- e) Establish and implement effective ICT risk management security and data recovery strategies of the University.
- f) Manage and set priorities for the design, maintenance, development, and evaluation of all infrastructure systems, including LANs, WANs, Internet, intranet, security, wireless implementations.
- g) Prepare work schedules in the Department to ensure set objectives are met according to the stipulated timeframe and work is done efficiently.
- h) Provide leadership and technical direction for the department
- i) Conduct performance evaluation for departmental staff and carry out training needs analysis and recommend employee development programmes.
- j) Develop and manage the department's annual work plan and budget.
- k) Undertake periodic review of the ICT system projects and procedures and recommend improvement.
- l) Perform any other duty as may be assigned by the Vice Chancellor.

### **Requirements;**

- Master's degree in Information Technology/Computer Science/Computer Engineering or its equivalent from accredited and recognized University. PhD degree in the relevant field will be an added advantage.
- Three (3) years working experience as Deputy ICT Manager

### **Terms and conditions of service**

- Successful candidates will be offered a competitive remuneration package.
- Employment will be on Permanent and Pensionable terms.
- Those with degrees from foreign universities should attach certificates of equation and recognition of qualifications from Kenya National Qualifications Authority.
- Applicants must meet requirements of Chapter Six of the Kenya Constitution, 2010

### **Mode of application**

Applicants must submit five (5) copies of applications giving details of the educational and professional qualifications, age, detailed work experience, present post and salary, applicant's telephone number and e-mail address. Enclose certified copies of certificates and testimonials giving names and addresses of three (3) referees who are knowledgeable about the applicant's competence and areas of specialization, accompanied by a detailed curriculum vitae and a copy of most recent letter of appointment.

Interested applicants should send the applications to the undersigned, quoting the reference number for the job applied for so as to be received on or before **6<sup>th</sup> October, 2023**.

**THE VICE CHANCELLOR  
KIRINYAGA UNIVERSITY  
P. O. BOX 143-10300  
KERUGOYA**

*Kirinyaga University is an equal opportunity employer. Applicants of either gender, persons with disabilities and persons from marginalized communities are encouraged to apply.*

*Only Shortlisted Candidates will be contacted.*

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*KyU is ISO 9001:2015 certified*

*Kirinyaga University is Zero Tolerant to Corruption.*

