HEKIMA UNIVERSITY COLLEGE
A CONSTITUENT COLLEGE OF THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

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JOB ADVERTISEMENT

Hekima University College, a Constituent College of the Catholic University of Eastern Africa, invites application from suitably qualified candidates for the:

Position: ICT Personnel

Job Type: Full time

Location: Nairobi, Kenya

Job Specification Duties and Responsibilities:

- Assisting in carrying out systems analysis, design and programme specifications in liaison with users
- Installing and maintaining computer systems
- Ensuring adherence to established ICT standards and policies.
- Assess the effectiveness of technology resources already in use or of those new systems from various perspectives such as: technical skills, skills based human and financial perspectives.
- Compiling overall systems documentation for the college
- Familiar with online teaching and ability to develop academic management systems
- Drawing and scheduling preventive maintenance;
- Administering and maintaining web and database server's
- Installing server systems for the college activities;
- Documenting college network configurations and passwords of critical systems
- Creating and administering network users' control, rights and permissions;
- Ensuring systems are backed up;
- Ensuring the security of server data from unauthorized access; and enforcing and implementing ICT policies and procedures.
- Training other employees on how to use computer programmes and hardware, develop and maintain adequate documentation for systems

Minimum Requirements

- At least (3) years relevant work experience in ICT;
- Bachelor's Degree in any of the following fields: Information Technology, Computer Science/Engineering, Business Information Technology or its equivalent qualification from a recognized Institution;
- Certification from relevant professional bodies in either CCNA, N+, A+, Microsoft Certified IT Professional (MCITP) or other equivalent qualifications from a recognized institution;
- Membership of an ICT professional body

- Proficiency in computer applications; configuring, administering and maintaining network technologies and equipment's i.e work stations for IP/IPX based, LAN- DHCP client/server monitoring servers, backup management, reporting and recovering- virus protection and eradication, analysis of security
- Be conversant with programming skills
- Be conversant with Linux servers.
- Able to construct new websites and maintain the College websites
- Shown merit and ability as reflected in work performance and results.

Skills Required
- Fiber Splicing
- Programming Skills – writing and maintaining university software solutions
- Library Management Systems (eg KOHA, Dspace, OJS)
- Knowledge on Cyber Security
- Database Management – Handling academic and administrative databases
- Web Development – Designing and maintaining university websites
- Diagnosing and fixing hardware/software issue
- Managing cloud services for data storage and collaboration
- Managing and maintaining campus networks

Soft Skills

- Problem-Solving
- Communication
- Team Collaboration
- Time Management
- Adaptability
- Customer Service
- Attention to Detail

Values:

Honesty, trustworthiness.

Application Procedure:
Interested and qualified candidates are requested to submit hard/soft copies of their applications, together with their up-dated curriculum vitae, copies of academic and professional certificates and three letters of recommendation. Please submit the above documentation on or before **Monday 2nd December 2024** to: vacancies@hekima.ac.ke

Only shortlisted candidates will be contacted for interviews for this position.

Please note that Hekima University College does not charge a fee at any stage of its recruitment process.

JESUIT SCHOOL OF THEOLOGY (JST) AND HEKIMA INSTITUTE OF PEACE STUDIES AND INTERNATIONAL RELATIONS (HIPSIR)
FACULTY OF THEOLOGY OF THE JESUITS IN AFRICA AND MADAGASCAR (FTJAM) AND JESUIT HISTORICAL INSTITUTE IN AFRICA (JHIA)
CENTRE FOR RESEARCH, TRAINING AND PUBLICATION (CRTP) AND JESUIT CENTRE FOR SAFEGUARING IN AFRICA (JCSA)