



NATIONAL DEFENCE UNIVERSITY-KENYA

DECLARATION OF VACANCY

Pursuant to the provisions of Section 35 (1)(a)(i) and Section 24 (4) of the Universities Act, 2012 (Revised 2020), National Defence University-Kenya invites applications from suitably qualified persons to be considered for appointment to the position of Principal Information, Communication Technology Officer.

JOB DESCRIPTION	PRINCIPAL INFORMATION, COMMUNICATION TECHNOLOGY OFFICER
Basic Salary	Competitive package as advised by SRC
House Allowance	As provided by the University
Medical Cover & Other Allowances	As provided by the University
Terms of Service	Permanent and pensionable
Job Group	“N” (NDU-7)

Duties and responsibilities

1. Duties and responsibilities Principal Information, Communication Technology Officer (ICT Officer) will entail and not be limited to:
 - a. Systems development, implementation, and allocation;
 - b. Coordinating systems development, implementation, and maintenance;
 - c. Ensure all Service Desk calls for the Technical Team conform to Standard Operating Procedures (SOP) and be escalated where breaches occurred;
 - d. Provide technical and infrastructure support for the ICT environment;
 - e. Structured analysis and a creative approach to problem-solving;
 - f. Implementation of new infrastructure, technology acquisitions, software solutions, and upgrades;
 - g. Preparing progress reports on ongoing projects;
 - h. Evaluating systems and ensuring adherence to established ICT standards;
 - i. Training on and preparing staff performance reports;
 - j. Planning, monitoring and evaluating programme/activities;
 - k. Liaising with departments to ensure effective maintenance of ICT equipment as well as reviewing and evaluating hardware maintenance plans; and
 - l. Any other relevant duty(ies) assigned by Management.

Qualifications for the appointment

2. To be considered for appointment as Principal ICT Officer, one must have:
 - a. Bachelor's degree in Computer Science/Information Communication Technology or in Electronics/Electrical Engineering from a recognised institution;
 - b. Served in an equivalent or comparable position for at least three (3) years in the Public Service or private sector;
 - c. Attended a management course lasting at least four (4) weeks;
 - d. Demonstrate strong interpersonal communication and organisational skills and ability to work effectively in a team environment;
 - e. Experience in client-level technical support in a demanding ICT environment;

- f. Demonstrated professional ability, initiative and competence in organising and directing work;
 - g. The ability to be flexible and to work under pressure to meet deadlines in changing situations; and
 - h. Conversant with the workings and support requirements of ERP and E-learning systems.
3. Candidate will be required to present originals of the following documents during the interview:
- a. National identity card;
 - b. Academic and professional certificates and transcripts;
 - c. Any other supporting documents and testimonials;
 - d. Recommendations from relevant professional bodies; and
 - e. Recommendations from at least three (3) referees should be submitted separately to the address provided below.

Mode of Application

- 5. Candidates may submit manual (hard copy) or electronic (online) applications.
- 6. All applications should be submitted together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents.
- 7. Scanned copies of the stated documents must accompany the online application.
- 8. The Curriculum Vitae should include information on academic qualifications, professional experience, leadership and management roles, membership to professional association(s), email address and telephone contacts.
- 9. Manual applications should be submitted in a sealed envelope clearly marked:

“Application for the position of **Principal Information Communication Technology Officer- National Defence University-Kenya**” and delivered to:

THE SECRETARY, UNIVERSITY COUNCIL

National Defence University-Kenya

P.O. Box 3812-20100

LANET, NAKURU

Online applications may be submitted via email to: ndu-kenya@mod.go.ke

All applications should reach National Defence University-Kenya on or before **29th April 2023** latest 5.00 p.m. (**East African Time**).

WARNING. Application for employment in National Defence University-Kenya is FREE TO ALL eligible candidates. Bribery and other acts of corruption are against the law and anyone suspected of being culpable of such, will be arrested and prosecuted in a court of law.