

ICT MANAGER

Do you want to work with the best and push your career to a whole new level?As befits an institution of higher learning, we are distinguished for academic excellence, service orientation and a commitment to social transformation according to the gospel values. The following vacancy has arisen within the University and requires to be filled.

| JOB TITLE: | ICT MANAGER |
|-------------|--------------------------------|
| REPORTS TO: | DVC ADMINISTRATION AND FINANCE |
| DEPARTMENT: | ADMINISTRATION |

Position Summary:

The overall objective of the ICT Manager is to organize and run the operations of information and communication technology to the ICT department so as to offer effective, professional and customer-oriented service to Tangaza University and related stakeholders. They should have strong technical abilities and familiarity in the latest technologies and strong coordination and leadership abilities.

Primary Duties and Responsibilities:

1. Managing, planning, coordinating and distributing tasks in the ICT Department.

2. Planning and implementing ICT enterprise architecture to satisfy current and future requirements within the college.

3. To develop and implement ICT objectives, strategies and operational plans in relation to Tangaza strategic Plan.

4. Overseeing the successful implementation of all ICT projects and ensuring that the inherent risks are effectively managed.

5. Coordinating the design/development and implementation of computer disaster recovery procedures to minimize on loss of data/or systems and enhanced data protection and privacy.

6. Managing ICT and systems security in line with ICT security policies, standards procedures and common practices.

7. Ensuring systems availability and optimum functionalities.

8. Identifying and coordinating IT user training needs for both faculty, support staff and students and recommending appropriately.

9. Provide technical guidance and advice in the procurement of ICT hardware and software goods and services.

10. Server installation, administration and maintenance.

11. Writing reports, documentation and operating manuals.

12. Attending management meetings and coordinating ICT functionalities with the Academics, Administration and Finance departments.

13. Communication and feedback with ICT service providers and vendors on behalf of the university.

14. To advise on ICT staff recruitment and develop the capacity of ICT staff to ensure that they possess the IT skills required to successfully implement Tangaza ICT strategy.

Qualification and Experience

- 1. MSc. In an ICT related field from a recognized institution.
- 2. Bachelor's Degree in ICT, Business IT or a related discipline from a recognized University
- 3. Demonstrate expertise and experience in Microsoft Dynamics 365 Business Central ERP system.
- 4. Demonstrate expertise and experience in Unix/Linux systems administration
- 5. Professional ICT qualifications such as Microsoft Certified Systems Engineer (MCSE), Cisco Certified Network Associate (CCNA) or equivalent and other recognized qualifications

6. Demonstrate experience in the management, control and support of ICT services and a track record in developing ICT solutions;

- 7. A minimum of 10 years' experience in relevant work and at least three (3) years in a supervisory role.
- 8. Proficient in CSS/HTML, XML, WordPress, JavaScript, SQL, and MySQL Databases.
- 9. Member of an ICT professional body

Knowledge, Skills and Abilities

- 1. Detail oriented and highly creative with outstanding organizational skills.
- 2. Strong written and verbal communication skills.
- 3. Understanding of global trend in ICT with wide knowledge in driving IT enabled change.
- 4. Have strong analytical, problem solving and decision-making skills.
- 5. Possess good interpersonal skills and high level of integrity and ethics.

Applicants should enclose a Letter of Introduction, Curriculum Vitae, copies of relevant certification

and three (3) reference letters from recognized persons / institutions by

15th May, 2024 indicating your daytime contacts to:

The Human Resource and Administration Manager

Tangaza University College P.O. BOX 15055-00509 NAIROBI E-mail to vacancies@tangaza.ac.ke

Tangaza University college is an equal opportunity employer and does not discriminate on the basis of race, color religion, age, sex, nationality, ethnic origin or disability.

NB: Only shortlisted candidates will be contacted and given a copy of detailed job description. Please indicate the position applied as subject of the email.