

# **KENYA MEDICAL RESEARCH INSTITUTE**

## **VACANCY ANNOUNCEMENT**

The Kenya Medical Research Institute (KEMRI) is a State Corporation established in Kenya in 1979 through the Science and Technology (Repealed) Act, Cap 250 of the Laws of Kenya and as currently established and duly accredited to continue to operate as such under the Science Technology and Innovation Act, 2013 as the national body responsible for carrying out research in human health in Kenya. KEMRI's vision is *“to be a leading centre of excellence in human health research”* and its mission is *“to improve human health and quality of life through research, capacity building, innovation and service delivery”*.

KEMRI seeks to recruit dynamic, innovative and experienced persons to fill the following

### **DEPUTY DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY, JOB GROUP KMR 3 – (1 POSITION)**

The Deputy Director, Information Communication Technology will be reporting to the Director, Corporate Services.

**Terms of Service:** Your appointment is on permanent and pensionable terms.

#### **a) Duties and Responsibilities:-**

- i. Implementing Institute's policies, strategies and procedures;
- ii. Managing the Institute's ICT systems and Infrastructure;
- iii. Approving systems designs, Hardware/Software and program specifications in liaison with users;
- iv. Developing and ensure adherence to established ICT standards;
- v. Maintaining overall systems documentation;

- vi. Supervising installation certification, repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- vii. Administering passwords of critical systems and maintaining web-based systems and database server's configuration;
- viii. Drafting and managing ICT related service level agreements;
- ix. Providing seamless ICT services;
- x. Managing ICT risk management and maintain Systems security and Databases;
- xi. Managing ICT Planning, Budgeting and Reporting;
- xii. Managing outsourced ICT services and service providers; and
- xiii. Mentoring staff.

#### **b) Person Specifications**

For appointment to this grade an officer must have:-

- i. At least ten (8) years relevant work experience four (4) of which should be in a management position;
- ii. Bachelor's degree in any of the following disciplines: - Information Technology, Computer Science, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution;
- iii. Master's degree in any of the following disciplines: - Information Technology, Computer Science, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution;
- iv. Membership to ICT professional body: Computer Society of Kenya or ICT Association of Kenya;
- v. Professional certification such as CCNP, CCNA, MCSE, MCSA, MCSD, N+, A+ Oracle, CEH, CISSP, CISM, Linux+, Network+, Microsoft Certified IT Professional (MCITP) or any other equivalent certification from a recognized Institution;

- vi. Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Demonstrate merit and ability as reflected in work performance and results;
- viii. Fulfil the requirements of Chapter Six (6) of the Constitution.

The following will be required during the interviews :- Certificate of good conduct, Higher Education Loans Board compliance certificate, KRA Tax compliance certificate, Credit Reference Bureau clearance certificate, Ethics and Anti-Corruption Commission clearance.

Interested candidates should submit their applications enclosing a detailed CV, copies of academic and professional certificates, email address, a day time telephone contact and the details and contact information for three referees to the following address, not later than **12<sup>th</sup> March 2019 to:-**

**The Director General,  
Kenya Medical Research Institute,  
P.O. Box 54840-00200, NAIROBI,  
(Attn: Deputy Director (Human Resource))**

**KEMRI** is an equal opportunity employer committed to diversity. Persons with disability, women, youth and those from marginalized areas are encouraged to apply.

Please visit the KEMRI web site [www.kemri.org](http://www.kemri.org) for more details on the advertisement.

Please write the Position applied for on the envelope and in the subject Line of the Application letter.

**NB: Only shortlisted candidates will be contacted.**