VACANCY ANNOUNCEMENT

Opening Date: 15th April, 2021

Background Information:

Family AIDS and Education Services (FACES) is collaboration between the Kenya Medical Research Institute (KEMRI), University of California, San Francisco (UCSF) and University of Washington (UW) - and other affiliated institutions. Family AIDS Care and Education Services (FACES) program, is a comprehensive HIV prevention and Treatment program managing many sites within in Kisumu County. FACES program is seeking for a self-motivated and proactive individual to fill the vacancy below.

Position: ICT Officer (1 Position) KMR/ 6 Vacancy No. FN-010-04-2021

Reports to: Health Informatics Lead
Location: ICT Officer
Duration: 5 Months Contract

Job Purpose

To provide ICT technical support to Nairobi based staffs by troubleshooting, diagnosing and taking appropriate action to ensure staffs are seamlessly using ICT equipment and related services.

Key Roles and Responsibilities

- Set up, Install, configure, monitor, troubleshoot and maintain all servers including mail servers and electronic systems i.e. operating systems, antivirus software, productivity software (e.g. Microsoft Office), websites, professional and social network portals and any other ICT systems that may be in use.
- Ensure up to date ICT inventory of all electronic systems and gadgets within your jurisdiction and all the ICT equipment are well labeled with correct tags and equipment stock numbers
- Managing both LAN and WAN within Nairobi office and ensuring at-least 95% network/internet uptime.
- Ensure availability and access to email and Internet/network for all staffs
- Serve as the ICT point of contact for third parties, i.e. ICT vendors for goods and services, on all ICT matters.
- Participate in reviewing, formulating and implementing the ICT policy of the organization
- Carry out or organize for ICT training for users where required
- Oversee change management and ICT technology upgrades to keep the organization at the cutting edge in ICT
- Oversee ICT use and security audits and ensure attendance of all issues raised thereof after each audit.
- Regular cleaning and maintenance of ICT equipment
• Provide help-desk support for ICT related issues  
• Any other related duties as assigned by the supervisor

**Required Qualifications**

• BSC Computer Science /Information Technology /Business Information Technology  
• At least Two years proven experience as a driver on highways.

**Other Required Skills**

• Website development  
• Setting up tele-conferences

Applications to be done through the email hrretp@kemri-ucsf.org - (Indicate Position & Vacancy Number as the subject of your Email) no later than 29th April 2021.

**Applicants should attach the following:**

• Letter of Application (Indicate Vacancy Number) and date available to start working for the study  
• Current Resume or Curriculum Vitae with Telephone number and e-mail address  
• Two letters of reference with contact telephone numbers  
• Copies of Academic Certificates and Transcripts  
• A copy of the latest pay slip (if applicable)  
• A copy of National Identity card or passport

*KEMRI or any of its programs, Studies or Projects does not solicit for Money or any form of reward for a Job applicant to be considered for employment. Any such requests should be immediately reported to the HR department. Canvassing will lead to automatic disqualification.*

*KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY; PERSONS WITH DISABILITY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY.*

Only short-listed candidates will be contacted