

Designation: ICT Administrator.

Job Group: Fabian 05.

Department: Operations.

1) Group Remuneration: -

1. Basic Salary: 120,000 × 4,200 - 124,200 × 4,347 - 128,547 × 4,499 - 133,046 × 4,657 - 137,703
2. Housing Allowance: 18,000 × 630 - 18,630 × 652 - 19,282 × 675 - 19,957 × 698 - 20,655
3. Commuter Allowance: 12,000 × 420 - 12,420 × 435 - 12,855 × 450 - 13,305 × 466 - 13,770

2) Minimum Requirements: -

1. Holders of a Kenya National Identity Card.
2. A valid Certificate of Good Conduct from the Kenya National Police Service.
3. A valid Clearance Certificate from the Ethics and Anti-corruption Commission.

3) Specific Requirements: -

1. Bachelor of Science in Computer Science, or an equivalent qualification.
2. CCNA, CCNP or an equivalent specialist certification.
3. Senior management course lasting not less than 4 weeks.
4. Proficiency in the use of Microsoft Windows and Office.
5. Eight (8) years continuous work experience in ICT administration in either the private or public sector.

4) Job Description: -

1. Shall report to the Manager: Administration.
2. Shall undertake duties and responsibilities below in accordance with company policies and standard operating procedures: -
 - a) Level 2 administration of all FEKL ICT systems (excluding ICT systems for Instrumentation and Control).
 - b) Training of employees on matters ICT.
 - c) Coordinate the use and maintenance of all ICT equipment and infrastructure (excluding ICT equipment and infrastructure for Instrumentation and Control Systems), including software, systems, printers, computers, servers, server rooms, structured networking and cabling.
 - d) Project management for ICT systems design and installation works.
 - e) Proactively monitor all ICT systems to identify and mitigate potential cyber-attacks.
 - f) Preparation of ICT reports.
 - g) Primary liaison officer for all matters ICT.
 - h) Handling internal and external complaints and concerns on matters ICT.