



## UNIVERSITY OF NAIROBI

### EXTERNAL ADVERTISEMENT

Applications are invited from qualified persons for the position shown below.

**DEPUTY DIRECTOR (MANAGEMENT INFORMATION SYSTEMS, MIS), GRADE 14, INFORMATION AND COMMUNICATION TECHNOLOGY CENTRE (ICTC), ADVERT REF AC/12/289/23- 1 POST**

#### **Salary and benefits**

Basic Salary: Kshs 162,303-228,848  
House Allowances: Kshs 66,344

All other allowances and benefits will be as provided in the terms of service applicable to respective job grades or as determined by Council from time to time

For Appointment to this grade, the applicant must have:

#### **Academic and professional:**

- a) Have a relevant Bachelor's Degree in Computer Science or Information Systems or equivalent qualifications from a recognized institution from a university recognized in Kenya;
- b) Master's Degree in Computer Science or Information Systems or equivalent qualifications from a recognized institution with over ten (10) years of practical work experience.

#### **Experience and skills**

- a) 10 years of technical experience and at least ten (10) years of managerial experience
- b) Managerial skills preferably gained from a corporate environment, technical skills in Information Systems at Bachelor's Degree level, good communication skills, a good track record of problem-solving and sound diagnostic ability and ability to provide leadership in the fields of Information Systems and Research & Development
- c) Must be a person of high integrity

#### **Duties and Responsibilities:**

The duties and responsibilities shall include but are not limited to:

- a) To carry out strategic information systems planning in line with the University's Corporate Planning.
- b) To provide leadership in the planning, development, operation and maintenance of University Information Systems.
- c) To ensure cyber threats and various aspects of cyber safety, cyber security for the University
- d) To oversee the planning and implementation of Information Systems and human resource development.
- e) To provide technical guidance in procurement of necessary hardware, software, services and facilities.
- f) To develop, implement and enforce information systems policies, standards and quality assurance.
- g) To liaise with the broader University Management in the realization of the University strategic plans for Information Systems.
- h) To liaise with the other Deputy Directors to ensure effective and efficient running of University Information Systems.
- i) To provide Information Services to user departments by Service Level Agreements
- j) To monitor and evaluate information services, Management Information Systems projects and personnel in the

Management Information Services section.

- k) To develop, implement and enforce necessary data and systems security measures.
- l) To monitor progress and recommend corrective action in the execution of the activities of the work plans for all the officers in the section and to give exception reports/recommendations to the Director for action on each individual work plan
- m) To assist in enforcing punctuality as well as smooth and efficient execution of duty at work place for section staff
- n) To actualize the Service Charter requirements
- o) Any other duties as assigned by the Vice Chancellor from time to time

## NOTES

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees, as well as indicating their telephone and e-mail contacts.
2. Applications and related documents should be addressed to the Chair of Council, University of Nairobi, P.O. Box 30197, 00100, Nairobi, Kenya
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear a subject whose details shall be the title and the reference code indicated in the advertisement of the applied job.
5. Applicants if shortlisted must show up to date and valid evidence of compliance with provisions of Chapter 6 of the constitution of Kenya, with specific reference to clearance by the following bodies.
  - a. Kenya Revenue Authority
  - b. Higher education Loans Board
  - c. Ethics and Anti-corruption Commission
  - d. Criminal Investigation Department
  - e. Credit Reference Bureau
6. Applications should be emailed as one file in PDF to: [appstocouncil@uonbi.ac.ke](mailto:appstocouncil@uonbi.ac.ke) .

**CLOSING DATE: TUESDAY, DECEMBER 26, 2023**

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.  
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED**