

ICT OFFICER (1 POSITION)

The position Reports to the CEO

Roles and Responsibilities

1. Continuous assessment of health status of ICT infrastructure.
2. ICT systems support to institutional departments and branches
3. Point of correspondence with ICT systems vendors.
4. Supervision and monitoring of junior ICT staff.
5. ICT reporting to the CEO and Board of Directors.
6. Monitoring the alternative channel operations and performance.
7. Support generation of reports to line managers.
8. Assign staff to support in cases of breakdowns,
9. Maintaining optimal enterprise network performance.
10. Adviser of the Board on the ICT changes and happenings.
11. Ensuring business continuity through back-ups.
12. Resolution of customer complains pertaining ICT.
13. System user administration and maintenance.
14. Any other duty assigned by CEO from time to time.

Qualifications and experience

- Diploma in IT related field. A Bachelor's degree in computer science or related field will be added advantage.
- Hands on experience in networking, routing and switching.
- Must be conversant with common operating systems and database administration.
- Experience with Active directory administration.
- Valid certificate of good conduct.

If you meet the above qualifications, please send your application with detailed CV and testimonials with at least three referees and day time telephone contacts to the address shown below. Your application to reach us on or before 1st April 2024.

Send your application via email: jobs@viktassacco.co.ke

Or To The Chairman,

P.O Box. 2183-20300, Nyahururu.

Or Dropped At the Head Quarter Office, Mairo-inya

Canvassing will lead to automatic disqualification. Only short listed candidates will be contacted.

