



KENYA UNIVERSITIES AND COLLEGES CENTRAL PLACEMENT SERVICE

Tel: 0723 954 927, 0734 879 662 Email: info@kuccps.ac.ke P.O. Box 105166-00101, NAIROBI

JOB ADVERTISEMENT

MANAGER, INFORMATION COMMUNICATIONS TECHNOLOGY, KUCCPS 3 (Ref. Code KUCCPS 019/17) – 1 POSITION

Responsible to the Chief Executive Officer for the overall management and administration of the Information Communication Technology department.

Key Responsibilities

1. Providing professional and technical guidance to drive the implementation of ICT policies and plans in placement and other business processes.
2. Oversee planning, monitoring and evaluation of all information communication technology programmes and activities including outsourced projects at the Placement Service.
3. Develop, implement and review Placement Service strategies and systems on ICT security and disaster recovery, retrieval and back up;
4. Initiate and coordinate development of methods, tools and procedures for data integrity and assurance at the Placement Service;
5. Leading the innovation and development of new ICT systems and solutions.
6. Coordinating the maintenance of both hardware and software for operational efficiency and the administration of hardware and software guarantees and warranties issued by vendors.
7. Ensuring compliance with ICT regulatory requirements and relevant national and international standards.
8. Planning and budgeting for organisation-wide ICT infrastructure and services.
9. Formulating and implementing a prudent Placement Service ICT risk management strategy.
10. Overseeing the implementation of ISO Quality Management System in the ICT department.
11. Providing leadership and effective supervision to staff in the department.

Minimum Requirement

For appointment to this position, a candidate must:

1. Have served for more than eight (8) years in a relevant position, three (3) of which must be in the grade of Chief Information Communication Technology Officer or in a

comparable and relevant position in the public or private sector which must be in a senior management level;

2. Have a Bachelor's Degree in any of the following disciplines: Computer Science or Information Systems or equivalent qualifications from a recognised Institution;
3. Have a Master's Degree in any of the following disciplines: Computer Science or Information Systems or equivalent qualifications from a recognised Institution;
4. Be a member of a relevant professional body;
5. Have attended relevant ICT professional trainings and have a certificate in Corporate Governance or Senior Management Course lasting not less than four (4) weeks from a recognised Institution;
6. Have demonstrated a high degree of integrity, professional competence and ability in the administration and management of the Information Communication Technology function as reflected in work performance and results; and
7. Have met the requirements of Chapter Six (6) of the Constitution of Kenya on leadership and integrity. Applicants should have clearance certificates from the following bodies:
 - a. Kenya Revenue Authority;
 - b. Ethics and Anti-Corruption Commission;
 - c. Higher Education Loans Board;
 - d. A Licensed Credit Reference Bureau;
 - e. Directorate of Criminal Investigations.

HOW TO APPLY

Interested applicants should post or hand deliver their applications in sealed envelopes clearly marked with the position applied for and reference code to:

The Chief Executive Officer
Kenya Universities and Colleges Central Placement Service
ACK Garden House, 3rd Floor, 1st Ngong Avenue, Community
P. O. Box 105166-00101,
NAIROBI.

Or, email to applications@kuccps.ac.ke with the reference code and the position applied for as the subject line.

The Placement Service is an equal opportunity employer. Persons with disabilities, women and candidates from marginalised regions are encouraged to apply. Canvassing will lead to automatic disqualification.

The deadline for receipt of the applications is **April 21, 2017 at 5.00 pm.**