INSTITUTION OF ENGINEERS OF KENYA (IEK)

EXCITING JOB OPPORTUNITY

The Institution of Engineers of Kenya (IEK) is the learned society of the engineering profession and co-operates with national and other international institutions in developing and applying engineering to the benefit of humanity. (See our website http://www.iekenya.org). The institution was first established as the East Africa Association of Engineers on 19th January, 1945 in the Boardroom of the Chamber of Commerce, Portal Street, Nairobi. It served the East African countries until November 1972 when at a meeting in Nairobi, it was agreed functions of the division serving Kenya be transferred to a new body, the Institution of Kenya as it is today.

Job title	ICT Officer
Reporting to	Finance and Administration Manager
Location	Nairobi, Kenya
Post	Full-time – 3 years contract renewable
Other	As defined in our standard contract terms

Job Description:

IEK is seeking an ICT Officer to support the secretariat in providing first-class application support and services to users, ensuring a properly secured and managed system environment. The ICT Officer will assist in technical support, system maintenance, and ensuring the smooth functioning of ICT systems.

Responsibilities:

- Assist in the implementation of the Membership Information Management system and provide continuous operational support to users.
- Support day-to-day IT tasks, including staff support, IT systems setup and installation, and systems management.
- Assist in managing the Institution's network infrastructure to ensure efficient operation of machines, servers, and networks.

- Aid in managing electronic communication systems, including Email, Internet, and website, and assist in resolving internet connectivity issues.
- Support the maintenance of the Institution's website and assist in updating it with relevant information.
- Assist in maintaining an up-to-date inventory of IT equipment and recommend equipment replacements as needed.
- Provide support in offering technical advice on new technologies to enhance service delivery.
- Assist in ensuring high standards of integrity, availability, and confidentiality of all Institution's data, information, networks, systems, and other IT resources.
- Support data backup procedures and conduct regular tests as per the backup plan.
- Assist in ensuring all machines and systems are up to date with the current anti-virus software and installing software updates and security patches.
- Assist in conducting regular system audits and preparing reports for management.
- Provide support in scheduling webinars and Institution's zoom meetings.
- Aid in ensuring that the Institution's hybrid and virtual events are live streamed seamlessly.

Qualifications:
- Bachelor's degree in computer science, Computer Technology, Information Technology, or related field.
- Certification in Information Technology related professional courses will be an added advantage.
- Minimum two year of experience in IT support or related field in a busy work environment.
- Familiarity with modern web programming tools/platforms.
- Basic knowledge of database management systems.
- Membership in a professional body is an added advantage.
- Excellent customer service skills.
- Knowledge of networking fundamentals and general network setup.
- Familiarity with Linux and Windows Servers.
- Ability to support Windows, Linux, Unix, and Mac OS users' workstations.
- Self-starter with strong problem-solving skills and a proactive attitude.

How to apply:

All applications must include a cover letter and a resume which has at least three referees which should be received via our recruitment portal https://forms.gle/gwaA1BheJfPQoBsLA by close of business Friday 10th May, 2024 at 5pm. Due to the expected volume of applications, IEK will only enter further correspondence with short-listed candidates.