



**KENYA MEDICAL RESEARCH INSTITUTE  
VACANCY ANNOUNCEMENT**

**Opening date:** 21<sup>st</sup> January, 2022

**Vacancy:** CGHR/236/11/21

**Project description:** Base is a platform created to serve collaborative projects with shared facilities and equipment in Kisumu, Siaya, Busia and Homabay Counties. Base has a vacancy in the ICT section as stated below:

**Position:** ICT OFFICER -KMR6 (1 Position)

**Location:** Kisumu, Kisian

**Duration:** One (1) year with a possibility of extension

**Reporting to:** Senior ICT Officer

**a) Job Specification**

This is the entry and training grade for Bachelor's Degree holders in this cadre. An officer at this level will work under the supervision of a Senior officer.

**Duties and responsibilities:**

- Develop documentation of computer programs according to instructions and specifications
- Install and configure computer systems
- Maintain application systems
- Train users on effective and efficient use of ICT facilities
- Maintain up to date equipment maintenance register
- Install, configure and monitor Local Area Network components
- Participate in the planning and or deployment of ICT physical infrastructure
- Assist users in the Active Directory, e-mail server and User applications
- Update and maintain the Institute's website as may be required from time to time
- Service and repair ICT equipment; and
- Perform regular data and application backups.

## **b)Person Specifications**

For appointment to this grade an officer must have:-

- Bachelor's Degree in any of the following disciplines: - Information Technology, Computer Science or any other relevant and equivalent qualification from a recognized Institution
- Training and Certification in CCNA

## **c) Key Skills and Competencies**

- Analytical skills
- Interpersonal skills
- Communication skills

**Remuneration:** Compensation will be based on education level and demonstrated competency.

**Interested and qualified candidates are encouraged to apply to Deputy Director, CGHR, P. O. Box 1578-40100 Kisumu and submit via email to [cghr@kemri.go.ke](mailto:cghr@kemri.go.ke) not later than 10<sup>th</sup> February, 2022**

**KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY; PERSONS WITH DISABILITY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY. KEMRI DOES NOT CHARGE A FEE AT ANY STAGE OF ITS SELECTION PROCESS INCLUDING APPLICATION, INTERVIEW AND PROCESSING OF OFFER LETTER. IF ASKED FOR A FEE, REPORT SUCH REQUEST IMMEDIATELY**

*Only short-listed candidates will be contacted*