WALTER REED ARMY INSTITUTE OF RESEARCH

KENYA MEDICAL RESEARCH INSTITUTE

VACANCY ANNOUNCEMENT

The KEMRI/USA Medical Research Directorate-Kenya is a research organization affiliated with the Kenya Medical Research Institute. Our mission is to develop and test improved means for predicting, detecting, preventing and treating infectious diseases. We are looking for a motivated individual to fill the following position at the Kericho Field Station:

Information Communication Technology Officer: (1 post)   Grade: KMR 6

Reporting to: Senior Information Communication Technology Officer

Position Summary:
The ICT officer will be the primary user support officer who will maintain the Institute computer networks, provide technical support and ensure the Institute IT systems run smoothly, as s/he will monitor and maintain all computer systems, install and configure hardware and software, and solve technical problems for users.

a) Job Specification
Duties and responsibilities at this level will entail:

i. Develop documentation of computer programs according to instructions and specifications;

ii. Install and configure computer systems;

iii. Maintain application systems;

iv. Provide IT user support and train users on effective and efficient use of ICT facilities;

v. Prepare and maintain network documentation and up-to-date equipment maintenance register;

vi. Install, configure and monitor Local Area Network components;

vii. Assist users in the Active Directory, e-mail server and user applications;

viii. Update and maintain the Institute's website;

ix. Maintain and update the ICT Inventory

x. Troubleshoot, service and repair/fix ICT equipment;

xi. Performing regular data and application backups.

xii. Prepare, review and update IT Standard Operating Procedures

xiii. Perform any other tasks as assigned by the supervisor.

b) Person Specifications Required
For appointment to this grade an officer must have: -
i.   Bachelor's Degree in any of the following disciplines: - Information Technology, Computer Science, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution;
ii. 2 years of working experience;
iii. CompTIA Certification (A+, N+), Microsoft Certifications or Cisco (CCNA) will be an added advantage;
iv. Knowledge and experience in IT support or IT Technician role;
v.   Knowledge of Windows operating systems;
vi. Practical experience with internet and network security protocols.

c) Key Skills and Competencies Required

i.   Analytical skills;
ii. Interpersonal skills;
iii. Communication skills;
iv. Team player.

Terms of Employment:
One (1) year renewable contract.
Probation period for the first three (3) months
Remuneration: Salary is based on the KEMRI salary scale.

How to Apply:
Applicants should submit their application letters, curriculum vitae, 3 testimonials, copies of certificates and daytime telephone contact(s) no later than **11ᵗʰ October 2023** through the following email: Kericho.HR@usamru-k.org

KEMRI/ USAMRU-K 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 RECRUITMENT PROCESS INCLUDING APPLICATION, INTERVIEW AND PROCESSING OF OFFER LETTER. IF ASKED FOR A FEE, REPORT SUCH REQUEST IMMEDIATELY.

Only shortlisted candidates will be contacted.