

Umma University is a Private Chartered University, located in a serene environment in Kajjado.

In pursuit of its vision and mission to provide excellent University education, training and research through fostering knowledge and innovation into quality programmes to suit the needs of society, Umma University invites applications from suitably qualified candidates for the position of Information Communication and Technology Manager.

KEY DUTIES AND RESPONSIBILITIES:

- Develop, implement and periodically review the Board's ICT Strategy;
- Formulate, manage and control the planning and budgeting for the Board's ICT services;
- Develop and manage the department's annual work plan and budget;
- Oversee performance management in the division; recruitment, setting performance targets, supervision, scheduling, development, appraisal and disciplinary actions;
- Provide professional advice to the Board on ICT matters as appropriate;
- Ensure ICT data security, risk management, disaster recovery and business continuity planning processes are in place and are regularly reviewed;
- Develop and implement ICT policies and procedures relating to ICT services, including distribution, security, disaster recovery, standards and service provision;
- Liaise with users to ensure that information processing needs are met;
- Review and evaluate feasibility studies and reports for implementation;
- Liaise with heads of departments in developing and implementing change management initiatives;
- Develop the talents and ensure continuous staff training to guarantee delivery of efficient ICT services at the Board;
- Ensure newly acquired ICT equipment meet the best specifications as per the latest technology in the market;
- Work in collaboration with internal and external stakeholders to deliver ICT solutions that efficiently and effectively enhance the Board's capability;
- Oversee ICT special projects, including planning, scheduling, managing and progress reporting;
- Oversee the implementation of the University Management Information System (MIS), and other ICT solutions in the University; and
- Any other duty as may be assigned by the supervisor.

JOB SPECIFICATIONS:

- Bachelor's Degree in Information Technology and Computer Science from a recognized institution
- CCNA, CCNP, CISSP or Project Management
- Master's degree in any of the following disciplines: – Computer Science, Information systems/technology, or equivalent qualification from a recognized institution will be an added advantage
- At least five (5) years' work experience, Two (2) of which must be in a relevant field at supervisory/management level
- Membership certificate to a relevant professional body
- Certificate in a leadership course lasting not less than four (4) weeks from a recognized institution.
- Demonstrated professional competence and managerial capability as reflected in work performance and results.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya

HOW TO APPLY:

Each application shall be accompanied by detailed Curriculum Vitae, copies of relevant academic and professional certificates, copy of national Identity Card or Passport, testimonials and other relevant supporting documents.

Applications must be submitted online on or before **20th January 2023** through the University Recruitment System at <https://recruitment.umma.ac.ke>.

Umma University is an equal opportunity employer. Women, marginalized groups and persons living with disability are encouraged to apply.