



Technical University of Mombasa Enterprises Limited (Tumel)

JOB VACANCIES

Technical University of Mombasa Enterprises Limited (TUMEL) seek to hire highly competent and qualified person to fill the following vacancy within its staff establishment.

Position	Vacancy No.	No. of Posts
ICT OFFICER	TUMEL/HR&ADM/ICT/04/04/2023	1

Reporting to: Human Resource & Administrative Officer

The ICT Officer will be responsible to provide effective and appropriate ICT services to users, maintain the Company systems and websites. The ICT Officer will ensure that all the operations of the company are efficient by resolving ICT issues and develop the ICT infrastructure to ensure best value and support.

Key Duties and Responsibilities:

- Performing system backups and recovery
- Conducting server builds
- Participating in preparation of specifications for various telecommunication equipment and systems
- Manage electronic communication systems including Email, Internet, and website. When necessary, liaise with internet service providers to resolve internet connectivity issues.
- Update the Company websites accordingly.
- Monitoring operating system software and servers
- Maintain an up-to-date Inventory of the IT Equipment and recommend equipment replacements where necessary based on the policies and need.
- Provide technical advice on new technologies that are appropriate in enhancing the Company service delivery.
- Conduct regular system audits. Prepare, and share regular reports with management.
- Providing user support, including training users
- Performing technical, systems and user documentation tasks.
- Conduct electrical safety checks on computer equipment
- Enhance office IT system through appropriate upgrades and advise on changes or improvements required
- Help install and support of all ICT hardware and software; and
- Carry out other duties and responsibilities as may be assigned from time to time by other persons in authority



Professional Qualifications and Requirements:

- Bachelor’s Degree in any of the following disciplines: Information Communication Technology, Computer Engineering, Computer Science, Business Information Technology, or equivalent qualification from a recognized institution.
- Highly familiar with a wide variety of IT security, network engineering and operating system software
- Knowledge of an Enterprise Resource Planning (ERP) software will be an added advantage.
- Proven work experience as an ICT Officer (minimum 3 years)

OR

- Diploma in any of the following disciplines: Information Communication Technology, Computer Engineering, Computer Science, Business Information Technology, or equivalent qualification from a recognized institution.
- Highly familiar with a wide variety of IT security, network engineering and operating system software.
- Knowledge of an Enterprise Resource Planning (ERP) software will be an added advantage.
- Proven work experience as an ICT Officer (minimum 5 years)

Key Personal Attributes

- Be a team player
- Good Knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good problem-solving skills
- Ability to prioritize and manage multiple tasks simultaneously
- Excellent organizational skills and ability to work in fast-paced environment
- Ethics and integrity

Key Skills & Attitudes

- Solid written and verbal communication skills
- Fluency in English
- Ability to maintain a positive, friendly attitude even under high pressure.
- Professional attitude and appearance

TUMEL Grade	Consolidated Salary Range	Contract Duration
5	35,000/= - 45,526/=	3 years, renewable based on performance



NOTE:

- i. If you are successful and required to take up the position, it will be mandatory for you to provide Chapter Six requirements for you to be employed.
- ii. Only shortlisted and successful candidates shall be contacted. Any form of canvassing either directly or indirectly shall lead to automatic disqualification.

How to Apply

Application letters accompanied by copies of a National Identity Card, a CV, relevant certificates and testimonials may be submitted in soft copy to email: applications@tumel.co.ke or in hard copy and submitted to the office of the Managing Director **not later than 18th April, 2023 by 5:00 pm.**

The Application should be addressed to:

The Managing Director

Technical University of Mombasa Enterprises Limited (TUMEL)

P.O BOX 90420 - 80100 Mombasa.

TUMEL is an equal opportunity employer and committed to diversity and gender equality. Women, marginalized and minority groups are encouraged to apply.



Joseph