



Kenya Coast National Polytechnic

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ADVERT NO: KCNP/JOB/2022/04

Date: 11th January 2023

NON- TEACHING STAFF VACANCIES

Applications are invited from qualified candidates for the following position at Kenya Coast National Polytechnic.

SYSTEM ADMINISTRATOR/ICT OFFICER II

Basic Salary: Kshs.31,270-41,260pm (JG J/CSG11)

Minimum Qualifications

- Bachelor's degree in Computer Science, Information Science, Mathematics & Computer Science, Software Engineering, Information Communication Technology, Business Information Technology or equivalent qualifications from a recognized Institution; and
- At least three (3) years' experience in an institution of learning or a busy environment will be an added advantage
- Must have a valid certificate of Good Conduct
- Age - 45 years and below

Duties and responsibilities:

- Coordinate the automation process and user support activities to ensure effective delivery of the ICT services to the Polytechnic
- Maintain and administer computer networks and related computing such as computer hardware, systems software, applications software and all configurations
- Ensure that virus protection software is installed on all computers and are updated regularly
- Perform regular diagnosis, trouble shooting and resolve hardware and software problems that may slow or fail operations of the Polytechnic
- Deploy workstations, servers, printers, scanners, firewall, encryption systems and all host security systems
- Monitor and minimize software deviation through test routine systems backups and restores to ensure optimum system



ISO 9001:2015 Certified
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- Conduct regular network and security audits to continuously manage systems security to avoid data loss
- Assess, gather, analyse user needs and requirements and provide solutions on a daily basis

Applications to be submitted to the undersigned not later than Tuesday, 24th January 2023.

The Chief Principal
Kenya Coast National Polytechnic
P O Box 81220 – 80100
MOMBASA



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