Kenya Coast National Polytechnic

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ADVERT NO: KCNP/ADVERT/2025/04

Date: 26th May 2025

NON - TEACHING STAFF VACANCY

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

1. Information Communication Technology Officer (Systems Administrator) (1 Post)

Terms of Service: Permanent

Basic Salary: Kshs. 41,420 – 57,230pm (JG K/CSG10)

Minimum Qualifications

For this grade, an officer must have:

(i)   Bachelor's degree in either of the following: Information Communication Technology, Mathematics and Computer Science, Information Science or Business Information Technology

(ii)   Cisco Certified Network Associate

(iii)   Linux Professional

(iv)   CompTIA A+

(v)   Microsoft Certified System Administrator

(vi)   At least three (3) years' working experience in an institution of learning or a busy environment will be an added advantage

(vii)   A valid Certificate of Good Conduct

(viii) Strong technical skills

(ix)   Problem-solving abilities

(x)   Interpersonal skills

(xi)   Good communication skills

Duties and responsibilities will entail: -

(i)   Carrying out systems analysis, design and programme specifications in liaison with users;

(ii)   Designing, developing, implementing and maintaining of systems;

(iii)   Ensuring adherence to established ICT standards;

(iv)   Supervising installation certification, repairs and maintenance of Information Communication Technology equipment and associated peripherals;

(v)   Recommending and supervising Hardware/Software specifications for Information Communication Technology equipment;

(vi)   Evaluating and recommending on the suitability of Information Communication Technology equipment;

(vii)   Performing System Security Audits and Monitoring;

(viii) Performing daily security backups and restores;

(ix)   Maintenance of CCTV, telephones and internet;

(x)   Providing technical assistance to end users for hardware, software and network related issues;

(xi)   Managing user accounts, permissions and access rights;

(xii)   Developing and implementing backup strategies to safe guard critical data;

(xiii) Managing database servers, ensuring data availability and security;

(xiv)   Any other duty assigned by Council Secretary/Chief Principal

Applications to be submitted to the undersigned not later than Tuesday, 10th June 2025.

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