

KENYA CONFERENCE OF CATHOLIC BISHOPS – GENERAL SECRETARIAT



INTRODUCTION

The Kenya Conference of Catholic Bishops (KCCB) - Catholic Secretariat is the National Administrative, facilitative, and Coordinative arm through which the KCCB implements and coordinates various Pastoral programs at the National level and undertakes all those responsibilities which express the mission of the Catholic Church in Kenya. KCCB is seeking to recruit an outstanding, dynamic and results oriented individual to fill the position of Information, Communication & Technology (ICT) Officer;

INFORMATION, COMMUNICATION & TECHNOLOGY (ICT) OFFICER

PURPOSE OF THE JOB:

This position will be responsible for all ICT activities within KCCB. S/he will undertake a wide range of ICT duties to include driving the use of technology, providing effective IT systems, helping develop and implement ICT standards and policies, and providing technology support and solutions to meet the needs of the organization and affiliated institutions. It requires an enthusiastic individual who has a good understanding of all aspects of ICT, as well as a general knowledge of Microsoft Solutions and ERP applications and supporting ICT systems.

DUTIES AND RESPONSIBILITIES:

a) Systems and Staff Support

- Perform day-to-day IT tasks including staff support, IT systems setup and installation, systems management, and maintenance.
- Manage the KCCB GS network infrastructure and ensure that the machines, servers, network, and powers systems are running efficiently.
- Manage the electronic communication systems including Email, Internet, and website. When necessary, liaise with internet service providers to resolve internet connectivity issues.
- Update the KCCB GS website accordingly as and when necessary
- Maintain an up to date Inventory of the IT Equipment and recommend equipment replacements where necessary based on the policies and need.
- Provides technical advice on new technologies that are appropriate in enhancing service delivery.

b) Network & Data Security

- Ensure that high standards of integrity, availability and confidentiality of all data, information, networks, systems, and other IT resources are maintained.
- Perform daily system monitoring, review and address system & application logs, document and report any security incidences.
- Ensure that all machines and systems are up to date with the current anti-virus software. Install software, Operating Systems and firmware updates and security patches when available.

- Conduct regular system audits. Prepare, and share regular reports with KCCB GS management.

c) Disaster Mitigation and Business Continuity

- Develop, manage, and communicate a disaster mitigation and recovery plan that will ensure good data recovery in case of system failure/malfunction to ensure business continuity.
- Ensure all data is backed up daily and accurately following the backup plan. Conduct regular tests for the backup.

d) Academic Qualifications and Experience

- Bachelor's degree in Information Technology or Computer Science with demonstrable practical skills in Information Management.
- At least 3 years' experience in a busy communication and ICT environment.
- Proficiency in the use of ICT in development of web-based solutions,
- Proficiency in the use of ICT in development of web-based solutions, maintenance of websites, network administration and with practical skills in Information Management.
- Certification in Networking, Microsoft MCP, MCSA or Cisco will be an added advantage.
- Highly familiar with a wide variety of IT security, network engineering and operating system software

e) Personal Qualities

- Has good interpersonal and communication skills
- Good Leadership & organizational Skills.
- Excellent written and oral communications skills in English
- A good knowledge of social teachings of the Church and Ethical principles
- Group facilitation skills an added advantage
- Integrity
- Good problem-solving & Analytical skills
- Confidentiality
- Result oriented

APPLICATIONS SHOULD BE ADDRESSED TO:

**GENERAL SECRETARY
KENYA CONFERENCE OF CATHOLIC BISHOPS –GENERAL SECRETARIAT
P.O BOX 13475-00800
NAIROBI.**

hr@catholicchurch.or.ke

**To reach him on or before Friday, 11th February 2022
ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**