

SYSTEMS AND NETWORK ADMINISTRATOR

Do you want to work with the best and push your career to a whole new level? As befits an institution of higher learning, we are distinguished for academic excellence, service orientation and a commitment to social transformation according to the gospel values. The following vacancy has arisen within the University and requires to be filled.

JOB TITLE: SYSTEMS AND NETWORK ADMINISTRATOR

REPORTS TO: ICT MANAGER

DEPARTMENT: ICT

EMPLOYMENT STATUS: CONTRACT

Job Summary:

The Systems and Network Administrator ensures the reliable operation of the university's systems and network infrastructure, supporting academic, administrative, and research activities. This involves planning, implementing, managing, securing, and optimizing systems and networks, as well as supporting various university platforms and applications.

Primary Duties and responsibilities

- 1. Provide general support for the university's ERP system, ensuring functionality and user accessibility.
- 2. Manage and support university platforms such as Moodle, KoHA, DSpace, and other academic and library systems.
- 3. Ensure systems are regularly updated and maintained, including performing backups and restorations to safeguard critical data and system configurations.
- 4. Configure, maintain, and monitor the university's LAN/WAN, ensuring optimal performance and security.
- 5. Manage and troubleshoot the university's network cabling infrastructure and resolve connectivity issues.
- 6. Enforce network security protocols and ensure the network remains virus-free by maintaining up-to-date virus definitions and implementing protective measures.
- 7. Ensure network infrastructure compliance with relevant regulations, standards, and best practices.
- 8. Manage firewalls to safeguard the university's network perimeter and protect against unauthorized access.
- 9. Monitor and optimize the use of internet bandwidth for efficient utilization across the university.
- 10. Collaborate with Internet Service Providers (ISPs) to ensure consistent and reliable internet connectivity.
- 11. Perform preventive maintenance and provide technical support for university computers, including administration staff, cyber labs, and computer labs.
- 12. Diagnose and resolve hardware, software, and network problems efficiently.
- 13. Contribute to the development and implementation of the university's ICT strategy, policies, and procedures.
- 14. Identify opportunities for new applications, systems, and tools to enhance university operations.

Qualifications and Experiences

- 1. Bachelor's degree in Computer Science, Information Technology or an ICT related field from a recognized institution.
- 2. Relevant Professional certification such as Cisco CCNA, CompTIA Server+, CompTIA Security+, or equivalent professional qualifications.
- 3. Minimum of 3 years relevant working experience in a similar role. Experience in an Institution of higher learning will be an added advantage.
- 4. Proficiency in LAN/WAN configuration, routing, switching, firewall management, and network security.
- 5. Familiarity with Linux systems and Microsoft Dynamics.

Knowledge Skills and Abilities

- Expertise in network design, configuration, troubleshooting, and security management.
- Familiarity with network and routing protocols (e.g., TCP/IP, OSPF, BGP), database systems
- (e.g., MySQL, PostgreSQL or MariaDB) and network monitoring tools (e.g., Nagios, Zabbix or Grafana)
- Familiarity with firewall management to ensure network security and access control.
- Strong analytical and problem-solving skills with great attention to detail.
- Excellent communication skills for interacting with staff, students, and external stakeholders.
- Understanding of regulatory standards and best practices in network management.

Applicants should enclose a Letter of Introduction, Curriculum Vitae including your salary expectations, copies of relevant certification and three (3) reference letters from recognized persons / institutions by 12th September, 2024 indicating your daytime contacts to:

The Human Resource and Administration Manager

Tangaza University

P.O. BOX 15055-00509

NAIROBI

E-mail to vacancies@tangaza.ac.ke

Tangaza University is an equal opportunity employer and does not discriminate on the basis of race, color religion, age, sex, nationality, ethnic origin or disability.

NB: Only shortlisted candidates will be contacted and given a copy of detailed job description.

Please indicate the position applied as subject of the email.