**CDSC | CENTRAL DEPOSITORY & SETTLEMENT CORPORATION**
*Invested in Progress*

<u>**VACANCY ANNOUNCEMENT**</u>                    **March 12, 2021**

The Central Depository & Settlement Corporation Limited (CDSC) is a limited liability Company approved by the Capital Markets Authority to provide automated clearing, delivery and settlement facilities in respect of transactions carried out at Nairobi Securities Exchange as well as holding of listed and non-listed securities including other documents of title on behalf of investors.

The company is seeking a competent individual to fill the below position

**JOB TITLE:** ICT OFFICER

**PRIMARY FUNCTION OF THE JOB HOLDER**

Provide support in the implementation of the department's policies, goals, objectives, and procedures.

**KEY RESPONSIBILITIES:**

**ICT Support**

- Implement help desk tools /solutions in line with user requirements and develop necessary measures to prevent frequently occurring outages.
- Maintains incident /problem records, consolidate the same and prepare reports to support CDSC management in the decision making process.
- Manage desktop and configuration and ensure that employees with necessary authority/requirement are provided access to certain in line with CDSC IT policies, procedures and standards.
- Resolve end user issues related to hardware, network and communication systems and refer serious challenges/problems to superiors and obtain the necessary feedback on how to approach or solve critical issues.
- Provide training to users for applications.
- Initiate awareness on efficient and effective working ways for end users and on how end users can secure their systems.
- Enforce end user security measures such as password policies, provide training, and initiate awareness on the same.

**ICT Procurement**

Monitor and track performance of the services provided by the unit and third party providers and address any under-performance that may result in failure to achieve the SLAs with the delivery teams.  This includes the creation and monitoring of resolution action plans.

**Library Management**

- Collate and classify records, maintain provisions, process requests for information and archive records in line with CDSC's policy.
- Ensure records are destroyed securely in line with CDSC's policy and procedures.
- Maintain media and documentation library of software, data files, manuals and hardware inventory.

**KNOWLEDGE, SKILLS, QUALIFICATIONS AND EXPERIENCE REQUIRED FOR THIS ROLE**

- At least a bachelor's degree in Information technology
- At least 2 years relevant experience
- Excellent knowledge of PC/LAN operating systems, Microsoft Windows,Corporate
- ICT security and viral protection systems.
- Knowledge of web design and Microsoft windows network administration.

**COMPETENCIES REQUIRED FOR THIS ROLE**

- Sound knowledge of wide variety of application systems
- Ability to work with a diverse group of people
- Strong interpersonal and communication skills
- Good planning, organizational and analytical skills

If you meet the above requirements, you are invited to send us your covering letter & CV stating *your current/last salary and expected salary* to recruitment@cdsckenya.com, with the job title on the subject line. Closing date: **March 22, 2021 at 5:00pm.**