



The African Academy of Sciences

P. O. Box 24916 - 00502, Nairobi, Kenya; Tel: (+254-20) 806 0674; +254 725 290 145
Email: recruitment@aasciences.org; Website: www.aasciences.org

Vacancy Announcement No.:	AAS/2015/004
Position Title:	IT Support Administrator
Position Location:	Nairobi, Kenya
Organisation	The African Academy of Sciences
Department	Administration
Reporting to:	Finance and Administration Manager
Duration:	3 Years Renewable
Closing date:	11th October 2015

Organisation Overview:

The African Academy of Sciences (AAS) is both an honorific society and a development oriented mobiliser of the entire African science and technology community. It has recently developed a new programmatic unit, the Alliance for Accelerating Excellence in Science in Africa (AESAI) in partnership with the African Union's technical arm, NEPAD (New Partnership for Africa's Development) and with support from three global funders. It aims to foster the long-term sustainable funding and development of global health research leadership and scientific excellence in Africa

Key Objectives:

Install, configure, maintain and administrate software, hardware and network services to include computer software, hardware, peripherals, applications and network equipment.

To provide first line support to the system users through troubleshooting, deployment and support of hardware and software ensuring availability, reliability, serviceability with main focus on business critical systems. In addition, you will be expected to manage IT vendors to meet the agreed Service Level Agreements.

Main duties:

1. Provide first line support to all IT users at AAS
2. Manage 3rd party vendors by enforcing the agreed Service Level Agreements.
3. Mitigate against AAS exposure to litigation due to pirated software
4. Ensure accurate management of AAS computer assets (hardware & Software inventory)
5. Ability to create back up strategies for the data and recovery plan for the network.
6. Ensure IT security policies are enforced to safeguard AAS corporate Network

7. Monitor the network and give prompt support when any issue pops up.
8. Ensure documentation of any changes to ICT environment is done as a best practice.
9. Ensure computer hardware, network and application systems installation, configuration, deployment and recovery as per the set standard.

Daily responsibilities;

1. Preparation of hardware installation as per set standard
2. Testing and implementation of new tech related to computer hardware and software
3. Research on updated information on appropriate hardware and software needed to enhance performance of existing equipment
4. Documentation of existing software and hardware implementation and changes
5. Monitoring of AAS corporate network to ensure higher availability and efficiency
6. Troubleshoot and resolve end user issues arising out of use of computer.
7. Any other duty that may be required from time to time.

Organisational Relationships:

- Reporting to the Chief Operating Officer
- Supporting all AAS Programs
- Work with other team across AAS where appropriate.

Person specification

QUALIFICATIONS/Skills	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ol style="list-style-type: none"> 1. Bachelor's Degree In Information Technology /Bachelor of Science in Telecommunications or Microsoft Certified Professional (MCP) 2. Microsoft Certified Systems Engineer(MCSE) 3. CCNA Certification. 	Engineer (MCSE) will be an added advantage.
BACKGROUND/ EXPERIENCE	<ol style="list-style-type: none"> 1. A minimum of 1 year IT experience within Hardware & Network infrastructure. 2. Strong knowledge of how the Internet works (HTTP and DNS, routing).Strong knowledge of 	

	<p>common network protocols (TCP/IP, ICMP) and tools.</p> <ol style="list-style-type: none"> 3. Strong knowledge of Microsoft office suite 4. Understanding of network security and basic understanding of the Cisco ASA firewall or Cyberoam. 5. Good network analytical and troubleshooting skills. 6. Knowledge and Experience in MS SharePoint implementation and Document Management. 	
SKILLS	<ol style="list-style-type: none"> 1. Customer Service and Orientation. 2. Communicates compellingly. 3. Team Player, Promotes change and is a change driver. 4. Innovates 	
PERSONAL QUALITIES/INNATE ABILITIES	<ol style="list-style-type: none"> 1. Team Player, 2. Promotes change and is a change driver. 3. Confident and professional 4. Self-motivated and able to demonstrate enthusiasm and drive to succeed. 5. Good listening skills. 6. Ability to cope with pressure and work to tight deadlines. 	
MOTIVATION/WORK RELATIONSHIPS	<ol style="list-style-type: none"> 1. Ability to work both as a leader and as part of a team within a defined organisational structure. 2. Ability to work effectively within a matrix structure. 3. Ability to work well with people across the AAS and externally. 	

Application

Interested candidates are invited to access full job description and requirements for the position and the Job Application Form on this link

<http://www.aasciences.org/index.php/news-a-events/435-vacancy-it-support-administrator> and submit a CV, the completed Application Form and a cover letter by email to recruitment@aasciences.org, no later than the 11th October 2015. Only shortlisted candidates will be contacted.

Background

AAS is a pan African organisation with a dual mandate to recognize scientific excellence and to implement major Science, Technology & Innovation (STI) programs on the continent. It is an Academy of all Sciences that has honored more than 300 achievers and is implementing programs in 6 priority STI areas. It has a strategic partnership with the African Union, strong representation at the Pan African University (PAU), and a framework agreement of collaboration with the African Union's technical arm, the NEPAD Agency.

AAS has recently established a new science funding and agenda-setting programmatic unit, AESA in partnership with the African Union's technical arm NEPAD and with support from three major funders of global health research and development. AESA aims to impact global health and development by fostering the long-term sustainable development of science excellence, research leadership, and innovation in Africa. It will be both a think tank and a platform for implementing major scientific initiatives in Africa.

AESA will initially focus on health research, expanding to other science areas such as food and nutrition, energy and environment. It will capitalise on African government's increasing commitments to STI as has been highlighted in the Declaration of African Head of States (2007), the Algiers Declaration (2008), the Bamako Call for Action (2008) and in the African Union (AU)'s Science, Technology and Innovation Strategy for Africa (STISA 2024).

AESA will identify challenges that hinder rapid scientific advancement in Africa, run open calls for proposals with transparent review processes, actively manage grants and evaluate and measure the impact of such investments. Recognizing that more than 60% of the continent's population is young, the platform will develop programs such as early and mid-career fellowships that will inspire young people and engage them to contribute intellectually and practically to critical areas of science technology and innovation for Africa's development. Further, AESA will leverage funding from African sources and a broad range of funders within and outside Africa so as to secure long-term sustainability. It is envisaged that such a platform, which would be Africa-led, Africa-centred and Africa-specific in its agenda for strategic research and development, will forge strong alliances globally with organizations that have similarly aligned objectives and interests.

AESA will play a key role in building a world class scientific and programmatic unit that will also serve as a think-tank in setting priorities and aligning them with funders and governments. Although initially the platform will be an implementing body, its development over time as a think tank is important. The vision is that the platform will evolve beyond just being an implementing partner to become a strategic thought partner, setting and aligning a programmatic agenda.

AESA and its funding partners will be guided by three key areas of focus:

- **People:** supporting bright African scientists with the best ideas through competitive grant award mechanisms in key priority areas of research, fostering career paths for early, mid and eventual senior research leadership roles.
- **Environments:** building scientific intellectual capacity and excellence that will foster the right environments to attract and retain excellent people.
- **Resources:** supporting the mobilisation of sufficient resources from multiple sources that will sustain adequate funding of STI programs in Africa in order to realise positive impacts in global health and development.