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Job Posting Title

Assistant Manager - ICT

End Date

24.05.2018

Job Title

Assistant Manager - ICT

Department

Kenya School of Revenue Administration (KESRA)

Job Summary

This position will be responsible for formulating ICT policies and strategy; Formulating and coordinating implementation of business automation programmes and strategies and Managing the ICT function by providing the necessary guidance and decision making to ensure that ICT is best utilised in the School to support learning management systems.

Roles and Responsibilities

- Coordinates formulation, implementation and maintenance of ICT policies and standards, ICT strategy and IT Governance to effectively support the School's objectives;
- Coordinates formulation, and monitors implementation of business automation strategies/programmes/projects, and associated business/operational plans in the School, in accordance with established policies and standards, in order to achieve desired corporate objectives of the School;
- Manage day-to-day operations of ICT section by providing the necessary guidance and decision making to ensure efficient and effective delivery of ICT services in the School;
- Coordinate formulation and implementation of the ICT budget in line with business plans and regularly review and enhance control systems;
- Liaises with Divisional and Section heads on matters relating to business automation of their respective business processes and operations;
- Liaises with other Government agencies and stakeholder organisations on matters that relate to automation.;
- Identifying and availing resources necessary to ensure efficient and effective delivery of ICT services in the School
- Promotes best practices and standards for enhancing and maintaining professionalism, integrity, and accountability in work performance as well as enhanced productivity in section;
- Prepare regular reports and provide ICT related advise to the KESRA's top management;
- Maintaining the LMS serving several users and supporting all on-site and off-site system users
- Working with the web and database programmer to modifying the LMS and interfacing it with other pre-existing or external

information systems and applications

- Work with the web and database programmer in maintaining the LMS server and web applications integrated to the LMS
- Uploading various online learning resources into the eLearning platform
- Carrying out appropriate capacity building for staff on use of various tools in Moodle for effective content development and delivery
- Undertaking any other tasks as assigned by the eLearning systems manager and the Principal of the Ecampus

Minimum Requirements

Key Qualifications and Experience

- Bachelor's Degree in Computer Science or Information Systems/Information Technology/Professional certificates
- 5 years relevant experience
- Familiar with e-learning technologies including but not limited to LMSs

Key Competencies

- Must have knowledge in Windows 2008 Server and above, IBM Servers, Cisco devices, Exchange Server, LANs, WANs, Virtualization, TCP/IP, Routing, SANs, SQL Server, Network design, firewalls;
- Demonstrating understanding of the purpose and capabilities of a Learning Management System (LMS) from a theoretical, hands-on, application and strategic focus
- Demonstrated professional ability, initiative and competence in ICT
- Exposure to Open Source technologies including Linux and VoIP telephony systems
- Analytical and problem solving skills
- Team working skills
- Organization and time management
- Interpersonal and communication skills
- Management and leadership skills

Contact Person

Recruitment Team at recruitment@kra.go.ke