

18/11/ 2023

ISAAC CHEMOM KIPLANGAT
P.O. BOX 157- 60400,
CHUKA.
PHONE: 0711216847/0783736058

TO: KUCCPS

Dear Sir/Madam,

**RE: APPLICATION FOR THE VACANCY OF SENIOR ASSISTANT INFORMATION
COMMUNICATIONS TECHNOLOGY OFFICER, KUCCPS 7**

I'm writing to express my strong interest for the above-mentioned job in your organization as advertised on your official website (<https://careers.kuccps.net/>) I completed my university degree in BSc Computer Science at Chuka University in 2019. I have gained many skills in the field both from my classwork and from the past experiences. I am working currently at Chuka Boys High School as an ICT Technician **since 2/2/2020** with several responsibilities which include:

- ❖ Undertake user support services for staff and student – NEMIS ,TMIS and TPAD
- ❖ ❖ The installation of computer system and networking components.
- ❖ Installation and upgrading of software's - antivirus, operating system and any other.
- ❖ Ensure administration of security for the various computer systems and WIFI
- ❖ Troubleshooting and computer maintenance services
- ❖ Ensuring proper management and operation of the school internet, LAN and setting up new Wi-Fi hotspots when needed.
- ❖ Operating the school examination software and maintain an up-to-date students' records in the system
- ❖ Maintain up-to-date Inventory of the School's IT equipment such as computers and networking devices.
- ❖ Operating and maintenance of the school CCTV system as well making sure that all cctv cameras are operational
- ❖ updating and maintaining the school website and portals

I am honest, trustworthy and a hardworking person. I perform my duties under minimal or no Supervision. I hope to utilize my current skills set to contribute in realizing organization goals, Mission and Vision as far as the field is concerned. I am very interested to work with you; I hope you will consider my application for the job.

I look forward to further discussing with you during a more extensive interview.

Thank you in advance.

Yours Faithfully,

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Isaac Chemom Kiplang'at