MOSES JUMA

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OBJECTIVES

A position in a results-oriented company that seeks an ambitious and career-conscious person, where acquired skills and education will be utilized toward continued growth and advancement.

A position in ICT Technician with special interest and hands on in Information Technology.

EXPERIENCE

MAY 2022 TO DATE

ICT OFFICER [2] JG 'J', TRANS-NZOIA COUNTY PUBLIC SERVICE BOARD

Duties and Responsibilities

- Analysing, designing, coding, testing, implementing computer programs;
- Providing user support;
- Maintaining support systems and training of users;
- Repairing and maintaining of Information Communication Technology equipment and associated peripherals;
- Receiving, installing and certifying of Information Communication Technology equipment;
- Configuring of new Information Communication Technology equipment.
- Reporting any faults for further action.

MAY 2019 TO MAY 2022 (*3 YEARS*)

ICT OFFICER [3] JG 'H', TRANS-NZOIA COUNTY PUBLIC SERVICE BOARD

Duties and Responsibilities

- Testing simple computer programs according to instructions and specifications;
- Assisting in the implementation of the computer systems;
- Providing user support and training of users;
- Repairs and maintenance of ICT equipment and associated peripherals;
- Monitoring the performance of ICT equipment; and
- Reporting any faults for further action.

JANUARY 2018 – MAY 2019 (*1 YEAR 5 MONTHS*)

CLERICAL OFFICER [1] JG 'G', TRANS-NZOIA COUNTY PUBLIC SERVICE BOARD

Duties and Responsibilities

- Using Information Technology on a daily basis e.g. word processing, spreadsheets, database, email and internet;
- Maintaining high-quality records in a thorough and organize manner;

- Checking all work thoroughly to ensure it is completed to a high standard;
- Carrying out routine ICT related work;
- Approaching work in a careful and methodical manner, displaying accuracy at all times, even when conducting routine/repetitive work.
- Managed systems configuration and maintenance, problem troubleshooting, planning and directing upgrades, and testing operations to ensure optimum system functionality; and
- Any other duties deemed appropriate

OCTOBER 2014- DECEMBER 2017 (*3 YEARS*)
CLERICAL OFFICER [2] JG 'F', **TRANS-NZOIA COUNTY PUBLIC SERVICE BOARD**
Duties and Responsibilities
- Compiling statistical records;
- Sorting, filling and dispatching letters;
- Maintaining and Efficient filling system;
- Processing appointments, promotions, discipline, transfers and other related duties in Human Resource Management;
- Computation of financial or statistical records based on routine or special sources of information;
- Preparing payment voucher;
- Compiling data and drafting simple letters; and
- Any other duties deemed appropriate

AUGUST 2014 - OCTOBER 2014 (*3 MONTHS*)
CLERICAL OFFICER/ ICT TECHNICIAN, **TRANS-NZOIA COUNTY PUBLIC SERVICE BOARD**
Duties and Responsibilities
- Compiling Statistical records;
- Classifying, Indexing of files;
- Keying in data;
- Preparation and maintenance of e-records;
- Assisting in implementation of computer systems;
- Providing user support, testing user simple computer programmes as per instructions and specifications; and
- Any other relevant duties as maybe assigned by my supervisor.

AUGUST 2011- JULY 2013 (*3 YEARS*)
LAND RATE OFFICER (CLERK), NZOIA COUNTY COUNCIL, **KITALE**
Duties and Responsibilities
- Compiling statistical records;
- Sorting, filling and dispatching demand notices to the land owners;
- Keying in LR of the land in the system;
- Preparing payment invoices for the land owners;
- Retrieving the required payment status when required; and
- Any other duties deemed appropriate

FEBRUARY 2008 - JULY 2011 (*3 YEARS*)

REVENUE COLLECTOR (CASUAL LABOURER), NZOIA COUNTY COUNCIL, **KITALE**

Duties and Responsibilities

- Issuing of receipt to Matatu Operators;
- Collecting of revenue on behalf of County Council; and
- Recording the amount in the books of accounts.

EDUCATION

ONGOING

BSC INFORMATION TECHNOLOGY, JKUAT

ADMIN NO. SCT221-C008-013/2017

Anticipated degree in BSc. Information Technology.

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NOVEMBER 2016

DIPLOMA, INFORMATION COMMUNICATION TECHNOLOGY, KNEC

Graduated with a diploma in Information Communication Technology with Kenya National Examination Council (KNEC) [Pass]

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NOVEMBER 2006

KCSE, FRIENDS SECONDARY SCHOOL, MILANI

101 English	C (*Plain*)	102 Kiswahili	C- (*Minus*)
121 Mathematics	B-(*Minus*)	231 Biology	B+ (*Plus*)
233 Chemistry	B-(*Minus*)	312 Geography	C+ (*Plus*)
313 CRE	A-(*Minus*)	564 Business Studies	B (*Plain*)

Min Grade: B- (*Minus*) GPA *57*

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NOVEMBER 2002

KCPE, FRIENDS PRIMARY SCHOOL, MILANI

MINSCORE - 285

SKILLS

- Cisco Works.
- Database Design/ Programming
- Database Administration.
- Information Storage/ Retrieval.

CERTIFICATION:

Interconnecting Cisco Networking Devices, Cisco, Nairobi, *February, 2018 to March, 2018*

Certified as a Cisco Networking Devices Personnel.

The course sharpened me in the field of networking, knowledge of Cisco routers and switches, establishing of Internet connectivity, configuring device management and securing, implementing VLANS and trunks, configuring RIPv2, and became familiar with IPv6.

Modules Covered:

Mod 1: Simple Network   Mod 2: Internet Connectivity
Mod 3: Medium-Sized Network   Mod 4: Network Device Management and
Security
Mod 5: IPv6   Mod 6: Implementation of Scalable Networks
Mod 7: Troubleshoot Basic Connectivity Mod 8: Implementation of an EIGRP/ OSPF.
Mod 9: Wide-Area Networks

PROJECTS

1. Developed a County Human Resource Management System for recruitment using *ms Access*
2. Developed a Student management system for schools and colleges using *ms Access*
3. Developed Data Entry App for employee recruitment using **ms Excel**

COURSES

+ Web Design 2, Computer Pride, *February 2018 to March 2018*, Mombasa-Kenya

> *Modules Covered:*
> 1. *PHP Programming*
> 2. *Java Scripting*
> 3. *MySQL*

+ Public Officers Induction Course, *Kenya School of Government*, March 2016, Baringo-Kenya
+ Records Management Course No. 8/2015, *Kenya School of Government*, June 2015, Nairobi Lower Kabete-Kenya
+ Records Management Course, *Ministry of Sports, Culture and the Arts*, May 2014, Kitale-Kenya
+ Certificate in Computer Application, *Britec Information Technology*, January 2010 to April 2010, Kitale- Kenya.

RESPONSIBILITIES

Nominated as secretary to Interviewing Panel during the suitability test for *Health Workers*, by Board Secretary, Trans-Nzoia from 17th – 19th January, 2017

Nominated as secretary to Interviewing Panel during the suitability test for *Contract Staff in the Health Department*, by Board Secretary, Trans-Nzoia on **2nd March, 2016**

Nomination to ECDE Committee secretary during interviews for the *ECDE Caregivers* from **15th – 28th December, 2015.**

REFEREES

1. Mrs Emelda Agoi
   Deputy Director Human Resource Management
   Trans Nzoia, County Government
   Mob: **0722893032**

2. Mr. Ezekiel Bwonya
   Senior ICT Officer
   Trans Nzoia, County Public Service Board
   Mob: **0731379632**

3. Albert Soita
   Ag. Board Secretary
   Trans Nzoia, County Public Service Board
   Mob: **0722777910**