

DANIEL KIMANI NJUGUNA

P.O. Box 22 | Nairobi, 00300 | +254 714 977 870 | daniel.njuguna@gmail.com

OBJECTIVE

- Equip myself with relevant skills in pursuit of provision of sound technical support thus enriching my experiences and those around me.

SKILLS PROFILE

- Network Administration
- Web Development
- IT Support
- Database Development

EMPLOYMENT HISTORY

Senior ICT Officer – National Council Of Persons With Disabilities July 2020 - Present

Reporting to The Head of Corporate Services, I oversee ICT Department within the council. My key duties are:

- Formulate of ICT policies, procedures and strategies for the Council
- Establish strategy on information sharing on Disability initiatives
- Ensure adherence to established ICT standards;
- Coordinate development of the Department's Work plan and budget;
- Prepare monthly, quarterly and annual sectional reports
- Mentor and coach staff
- Coordinate implementation of the performance management system in the section
- Design appropriate database for the NCPWD;
- Compile overall systems documentation;
- Design secure retrieval systems; Participate in departmental meetings
- Carry out system analysis, design & program specifications in liaison with the users;
- Verify, validate and certify of ICT equipment;
- Provide user support including staff training;
- Ensure availability, security, confidentiality and integrity of Information & ICT infrastructure.
- Participate in committee meetings as appropriate and
- Schedule preventive maintenance of all ICT equipment in the Council

IT Officer – National Council Of Persons With Disabilities

August 2012 -June 2020

My key duties were:

- Managing and updating the Kenya disability web portal (A collaboration of CCK, UDPK And NCPWD) at www.kenyadisability.or.ke
- Managing and updating the Council website. At www.ncpwd.go.ke
- Managing the council domain mail at ncpwd.go.ke
- Providing IT support to the council staff.
- Liaising with the procurement department in purchases of IT equipment and services.
- Monitoring Company LAN and WAN links in conjunction with Internet Service Providers
- Managing Registration Database and backup of the same.
- Install and maintain computer systems; configuration of Local Area Connection (LAN), Wide Area Network (WAN), and Virtual Private Network (VPN);
- Developing and updating application systems; carrying out systems analysis,
- Design and program specifications in direct liaison with a manager ICT;
- Oversee the process of configuration of new ICT equipment; systems development,
- Implement, allocate and monitor the performance of ICT systems/equipment and reporting faults for further action; testing computer programs according to instructions and specifications;
- Design and program specifications in direct liaison with user departments;
- Ensure compliance to established ICT policies and standards; and
- Log of all ICT systems activities and problems;
- Advise on ICT related issues

IT Officer - Kenya Society For The Blind

Oct 2008 — Aug 2012

Nairobi

Reporting to The Rehabilitation Manager, I was the Head of Center for Adaptive Technology and the IT officer at the Kenya Society for The Blind where my key duties were:

Head Of The Center for Adaptive Technology (CAT)

The Center for Adaptive Technology provides ICT Training to Persons with Visual Impairment using specialized screen reading software. As the head trainer in Adaptive Technology I was in charge of two other trainers and my duties included:

- Developing and implementing curriculum for training blind, Low vision and sighted trainees, with key emphasis on emerging technology (Web 2.0)

- Scheduling training sessions for professionals who need updating on new releases of screen reading software.
- Procurement and Maintenance of IT services software and equipment and inventory of the same.
- Producing training material in Braille for both trainees and organizations.
- Budgeting, forecasting and reporting for the Center.
- Providing Hardware/Software support and troubleshooting in the center.

IT Officer – KSB.

As the head of IT services at the society, my duties included:

- Supporting the management of the office network and providing technical support to staff on NAVISION Systems.
- Management and optimization of Databases that run Payroll and Accounting systems.
- Hardware and software installation, maintenance and upgrading.
- Design, upgrading, development and content management of the society's website at <http://www.ksblind.org>
- Management of E-mail clients on outlook 2003 and Maintenance of Server running MDAEMON 6.0 and 10.0
- Management for LAN equipment including CISCO 800 router and switches.
- Maintenance of the PABX system.
- Monitoring and maintenance of Gratis wireless Broadband internet link.

Systems Administrator – Tracom Group

Jan 2008 - Oct 2008

Nakuru

Was stationed in the IT department as the systems Administrator where duties included :

- Maintaining 2X Application Server And Load Balancer
- Maintaining 2X ThinClient Server
- Maintaining Thin station Server and Clients
- Systems Maintenance
- Design, Maintenance and Updating the Tracom College website at <http://www.tracomcollege.ac.ke>
- Network Administration at Ruscamp-K
- Network Administration at Nakuru Business Association.
- Maintenance of the ADSL internet connection

Web Developer - African Union Of The Blind

December 2007 —
September 2008

Nairobi

- Redesigned and implemented a Content Management Website for the organisation at <http://www.afub-uafa.org>
- Maintained and updated the Organisation Website

Trainer / Systems Support EDAN

2004

Nairobi

- Coordinated Computer Training program funded by the World Council of Churches for Visually impaired professionals from Kenya, Uganda and Tanzania.
- Network administration and Maintenance.
- Technical support

Data Analyst - Kenya Domestic Observation Programme

2002

Nairobi

- Was part of the team that gathered digitized and analyzed data during the Kenyan General Elections as part of the Kenya Domestic Election Monitoring Process funded by the International Donor Community

EDUCATION BACKGROUND

Bachelors of Computer Applications – Madras Christian College

2004 — 2007

Chennai, India

- Bachelor of Computer Applications (BCA)
- (First class honors with a 77% average)
- Majored in Databases and Networking

Diploma In Computer Studies – Informatics School Of Information Technology

2002 — 2004

Nairobi

- Diploma In Computer studies (DCS)
- A Diploma certification validated by University of Cambridge UK
- Majored in Systems Networking

International Diploma In Computer Studies – Informatics School Of Information Technology

2002 — 2004

Nairobi

1999 — 2001

- International Diploma In Computer studies (IDCS)
- A Diploma certification validated by NCC -UK
- Majored in Systems Networking

Kenya certificate of Secondary Education- Makini Academy

Nairobi

Kenya Certificate of Secondary Education

Mean Grade B (plain)

OTHER QUALIFICATIONS

- Senior Management Course – Kenya School Of Government
- CCNA – Indian Institute of Hardware Technology
- N+ – Indian Institute of Hardware Technology

REFEREES

Ruth Ruraa

Assistant Director, Human Resource Management and Administration

P.O. Box 66577– 00800

Nairobi, Kenya

Ruth.ruraa@ncpwd.go.ke

Jeremiah Kiwanuka

Marketing Manager, Revenue Stream

P.O. Box 661-00100

Nairobi, Kenya

info@revenuestream.co.ke

Solomon Bukhala

Ag. Executive Director

Kenya Society for The Blind

P.O. Box 46556-00100

Nairobi, Kenya

ksb@ksb.org