**ANTONY KARANJA NJUGUNA**

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**CAREER PROFILE SUMMARY**

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I am a proactive, results-driven ICT tech-savvy professional with 10+ Years’ experience, coupled with strong leadership skills with a “hands-on” Information Systems and networking expertise. Maintains focus on achieving bottom-line results while formulating and implementing advanced technology and business solutions to meet a diversity of needs.



**EDUCATION BACKGROUND**

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* **BSc. Information Technology -** Jomo Kenyatta University of Agriculture & Technology;
* **Diploma in Computer Studies -** Kenya University Polytechnic
* **Cisco Certified Network Associate – CCNA -** Computer Pride
* **Certificate IT Security –** East African Data Handlers
* **Certificate in Database Design and Implementation Using Oracle** - University of Nairobi Institute of Computer Science
* **Microsoft sharepoint Administration -** Dakar, Senegal
* **SalesForce CRM Solution Training -** Richmond, Virginia USA and Addis Ababa, Ethiopia
* **Microsoft Certified Professional (MCP)- Installing, Configuring, Administering Microsoft Windows 2000 professional -** Institute of Advanced Technology
* **Certificate in Supporting Microsoft Windows 2000 professional and Server -** Institute of Advanced Technology
* **Certificate in Supporting a Network Infrastructure using Microsoft Windows 2000 -**Institute of Advanced Technology
* **Certificate in Implementing and Administering Microsoft Windows 2000 Directory Services -** Institute of Advanced Technology
* **Microsoft Certificate in Managing and Maintaining a Microsoft Windows Server 2003 Environment -** Learning Solutions – Microsoft certified Partner
* **Microsoft Certificate in a Microsoft Windows Server 2003 Infrastructure: Network Hosts -** Learning Solutions – Microsoft certified Partner
* **Microsoft Certificate in Installing, Configuring and Administering Microsoft XP Professional -** Learning Solutions – Microsoft certified Partner
* **Protecting Mobile Device from Attack - Certificate -** Disasterready.org
* **IT for Business Success – Certificate -** HP LIFE e-Learning

**KEY COMPETENCIES ACQUIRED**

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* **ESA Region –SALESFORCE (ERP) MASTER TRAIN-THE-TRAINER**

Currently the ESA Region SALESFORCE Master Train the Trainer. The role entails cascading the Salesforce knowledge acquired from the various trainings by ChildFund International to the ESA region train the trainers, who then conduct train the trainer sessions across the various ESA sub-regions ensuring that includes Kenya, Ethiopia, Uganda, Zambia and Mozambique. This ensures successful rollout and adoption of SALESFORCE

* **Cross-Functional Global Teams**

A member of the ChildFund Global IT cross functional teams and currently involved in the following taskforce:

* Internet Access Control
* ICT4D Planning
* Local Partner Support Strategy
* eProcurement
* **Development of ICT Policy and Standards for the Country**
* A member of the Kenya Bureau of Standards(KEBS) IT SECURITY TECHNICS Technical Committee a National body whose mandate is to develop, review, adapt and adopt IT standards to be used in Kenya and for further harmonization within for the East Africa Region.
* A member of the NGO ICT inter- agency forum whose aim is to be build on the synergies derived from working in collaboration with other development partners on also influencing national policy develop
* **Information Technology for Development (ICT4D)**
* Supported the proposal development, rollout and implementation Inkisanjani Vocational Training centre, a Local partner computer training centre in collaboration with Computer for Schools. The centre provides normal ICT examinable training customized to meet student requirements and while giving certification as per national standards. Its objective is to build on sustainable livelihood development for disadvantaged youths in Kajiado county by utilizing ICT.
* Project manager of an assignment that involved setting up an ICT infrastructure for a new program office (WSN) funded by USAID that consisted of LAN with 15 PC’s, 5 Laptops and Two Servers near the Kiambu town.
* Supporting and providing technical support and advice to 51 based community based organizations (CBO’s) affiliated to ChildFund Kenya located within 31 districts in Kenya regarding Internet connectivity, Hardware and Software and operational automated systems.
* supporting Inkisanjani Vocational Training centre roll out and implement a computer training centre in collaboration with Computer for Schools. The centre provides normal ICT examinable training customized to meet student requirements and while giving certification as per national standards
* **Other skills and responsibilities**
* Ag. Safety and Security Officer – ChildFund Kenya
* Trained on First AID at the workplace – MEDICS24
* Vice Chair of ChildFund Kenya procurement committee
* Credit Chairman of CCFKenya SACCO

**WORK HISTORY**

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**Information Technology Manager**

**ChildFund Kenya; December 2009 to date**

**Duties and Responsibilities**

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1. ICT infrastructure management that involves:

* Software patch management thus fixing security vulnerabilities and other bugs.
* Antivirus management which involves installing, configuring and monitoring for malicious activity thus protecting computers from incoming threats and seeking out, destroying and warning of possible threats to the system.
* Active directory management and Computer management which involved adding new users and deleting users from the network, supporting password resets, disabling and enabling user accounts.
* Backup management thus ensuring business continuity of the Organization as relates to systems, data and information.
* Network and WiFi management that ensures that ICT resources are accessible, shared and can be accessed via the network.

1. Manage information technology and computer systems

* Plan, organize, direct, control and evaluate the operations of information systems and electronic data processing
* Develop, customize, deploy and implement ICT policies and procedures for electronic data processing and computer systems operations and development
* Meet with managers to discuss system requirements, specifications, costs and timelines

1. Ensure efficiency and effectiveness of ChildFund businesses systems that use IT for service delivery. This includes ensuring access and ease of use of the following systems: SalesForce , E-Financials, Web based HRIS, Exchange Online Office365, Child Verification System, Child Fund Share, HQMS, FIT, LTE, M-PESA Bulk payments , SFTP, Online offsite Backup, IP Based CCTV and Biometric.
2. Act as the strategic link between ICT suppliers and ChildFund Kenya thus ensuring IT service contracts are in place and are renewed in a timely manner, while ensuring ChildFund gets its value for money. It also entails ensuring that ICT Service provision conforms to standards and agreed upon SLA’s.
3. Ensure technology is accessible and equipped with current hardware and software

* Troubleshoot hardware, software and network operating system
* Provide orientation to new users of existing technology as part of the ChildFund’s MAGIC orientation framework
* Train staff about new and potential uses of existing technology
* Provide individual training on request
* Provide recommendations about accessing information and support

1. To ensure staff meet their day to day objectives and goals, customer Service/Help Desk support is offered in a timely manner through ChildFund’s ticketing system on technical issues related to: Hardware, Software, Network Training.
2. Support Global IT roll out Information technology projects and systems in an effort of streamlining internal process so as to ensure the organization achieves Vision 2020. Examples include: SALESFORCE, Skype for Business,HP Connect MX, Remote office upgrade (OIAB)
3. Attend ICT workshops and forums so as to foster innovation and capture the latest trends in technology. This will also build on the organization’s presence by interacting with the various stakeholders in the industry.
4. Participate in ChildFund Global IT cross functional teams that are currently undertaking the following projects:

* Internet Access Control
* ICT4D Planning
* LP Support Structure
* Asset Management (~Procurement Module)

1. Support programs department design and implement of ICT4D projects

**IT / LINCS Coordinator**

**ChildFund Kenya; January 2003- November2009Duties and Responsibilities**

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1. Systems administration and coordination of automated processes within the organization.
2. Developing and ensuring that the various ICT policies and regulations are being adhered to.
3. Developing and regularly updating field based ICT SOP’s in regards to technical changes and CCF policies and procedures.
4. Providing technical advice and support on ICT to the 51 Community based organizations affiliated to ChildFund and various grant funded programs that include USAID, NZAID, AusiAID. The programs offices are located at Rongo, Kisumu, Machakos, Embu, Nyeri, Maralal, Marsabit, Lodwar, Kabarnet
5. Database administration, maintenance, training and end user support
6. Coordinating the technical preventive maintenance schedule with contractors to ensure maximum equipment lifetime.
7. Manage a suitable computer hardware spares inventory maintaining minimum stock levels and initiate the order of spares in an orderly and timely manner
8. Establishing a Virtual Private Network with the International Office.
9. Synchronizing the Local Oracle 10g database with the International Office Master Database through replication
10. Provide on-site technical training and documentation to staff on how to properly care for the IT equipment in their care.
11. Installing new IT equipment and redeploying existing IT equipment.
12. Installation of Database upgrades and patches.
13. Systems training and support.

**Assistant Network/Database Administrator**

**Christian Children’s Fund Inc-Kenya; April 2000 – Dec 2002**

**Duties and Responsibilities;**

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1. Daily transfer of Oracle Database flat files to and fro from International Office in Richmond using WS\_FTP.
2. Import of the flat files from the server in Richmond into our server so as to synchronize the two Databases.
3. Export of flat files from our server for subsequent transfer for the purpose of synchronization.
4. Printing of weekly and monthly reports using Seagate Crystal Info 7 software, for dispatch to the 48 affiliated projects.
5. Daily database backups.
6. Monthly server backups.
7. Installation of application packages into new Computers.
8. Trouble shooting end-user problems within the department
9. Data entry

**IT Trainee**

**Tourism Promotion Service - Serena; 1998**

**Duties and Responsibilities;**

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1. Designing of in-house software packages
2. Transfer of data across a LAN and a WAN
3. Setup and software installation of new computers
4. End user support
5. Supervising transfer of computers to the various Serena Hotels and Lodges.
6. Assisted in the final design and installation of a new payroll system.

**REFEREES**

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**DAVID KANGETHE**

**COMMUNICATIONS DIRECTOR**

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**DISMUS OBEGI**

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