



**JOMO KENYATTA UNIVERSITY
OF
AGRICULTURE AND TECHNOLOGY**
P.O BOX 62000. NAIROBI. KENYA. TELEPHONE: TEL: 67-5870000/1/2/3/4/5

JKU/ADM/3E

3rd April, 2017

Jomo Kenyatta University of Agriculture and Technology (JKUAT) is a public university which aspires to be a university of global excellence in Training, Research and Innovation for Development.

VACANCIES

JKUAT Maritime Technology Cooperation Centre (MTCC- Africa) seeks to recruit suitable candidates to fill two positions for the MTCC-Africa at Mombasa Campus as listed below. The terms of employment for these positions will be **one (1)** year contract renewable up to a maximum of **three (3)** years.

1. ICT Officer – Grade 10
2. Administrative Officer – Grade 11

How to Apply

Applicants should:

- i.) Submit **three (3) copies** of the letters of application, certificates, testimonials and updated curriculum vitae to include full details of education and professional qualifications, experience, present salary, names and addresses of three referees, one of whom must be from the present employment.
- ii.) Indicate clearly the position on the application letter and on the envelope which should be addressed to:

The Deputy Vice Chancellor(Administration),
Jomo Kenyatta University of Agriculture and Technology
P.O Box 62000-00200
NAIROBI

So as to be received on or before **19th April 2017**

Or



JKUAT is ISO 9001: 2008 & 14001: 2004 Certified Setting Trends in Higher Education, Research and Innovation

iii.) Apply through the following link; <http://41.204.187.17/ExternalRec/Vacancies.aspx>

The Roles and Qualifications required of the successful candidates are as follows

Administrative Officer

Reporting to the MTCC Head, the successful candidate will be responsible for the provision of project management support, organization and coordination of project activities nationally and regionally, handling day to day operation of the MTCC including planning project activities, petty cash, register and budget and finance statements preparation.

Roles and responsibilities:

The main roles and responsibilities of the administrative Assistant include;

- ❖ Provide integrative and adaptive project management support, including managing the day-to-day operational matters under the MTCC project.
- ❖ Manage the day to day personnel, financial and administrative resources of the office
- ❖ Liaise with Maritime Administrations, in particular their national focal points for the MTCC Project, and other partners in relation to all actions to be taken to implement the activities planned in MTCC Project work plan.
- ❖ Develop a detailed project budget in excel based on the overall project budget.
- ❖ Assist with the preparation of a project implementation document and its budget tables based on the overall project document.
- ❖ Plan and coordinate project meetings
- ❖ Plan and coordinate workshops and conferences under the project framework.
- ❖ Facilitate all transport and travel for the Project activities as and when necessary.
- ❖ Develop a contact database for the MTCC.
- ❖ Petty Cash handling
- ❖ Maintain assets register
- ❖ Type documents, reports and correspondence
- ❖ Responsible for office Quality Management System
- ❖ Exercise control over non-expendable property, supplies and materials
- ❖ Drive initiatives to improve workflow and streamline the internal processes to enhance efficiency and productivity

Qualifications

For appointment to this position, the successful candidate must have the following minimum requirements:

- Bachelors degree in Social Sciences and Public Administration or any relevant area with five (5) years' experience in grade 10 or equivalent position with CPS (K)



OR

- Masters degree in Public Administration or any relevant area with five (5) years experience in grade 10 or equivalent position

ICT Officer

The purpose of this position is to ensure the visibility of the MTCC-Africa as per donor's regulations through the development and maintenance of project website, social media, brochures, video library and other agreed fora, maintenance of the data collection hardware and software for the MTCC-Africa project.

Roles and responsibilities:

To ensure the visibility of the MTCC as per donor's regulations, the successfully recruited ICT assistant will;

- ❖ Provide onsite and back office technical support to the MTCC-Africa;
- ❖ Champion successful implementation of ICT programmes/projects;
- ❖ Secure and maintain ICT infrastructure and systems for the MTCC in line with national guidelines and standards
- ❖ Identify and develop necessary ICT solutions for the MTCC- Africa
- ❖ Identify, monitor and record frequently occurring problems and liaise with the users, project teams and contractors for their resolution
- ❖ Provide help desk support and training to ICT users
- ❖ Maintain the MTCC- Africa website
- ❖ Implement the communication and visibility plan according to the donor's guidelines
- ❖ Coordinate messenger and courier service;
- ❖ Monitor incoming MTCC - Africa emails and answer or forward as required;
- ❖ Prepare outgoing mail for distribution;
- ❖ Maintain the social media accounts (Twitter, face book and any other chosen by the MTCC- Africa)
- ❖ Update and maintain databases such as mailing lists, contact lists and client information;
- ❖ Retrieve information when requested;
- ❖ Update and maintain internal staff contact lists;
- ❖ Ensure office equipment is properly maintained and serviced;

Qualifications

For appointment to this position, the successful candidate must have the following minimum requirements:



- Bachelors degree in Computer Science, Computer Technology or Information Technology with five (5) years in grade 9 or equivalent position

OR

- Higher National Diploma in Computer Science, Computer Technology or Information Technology with five (5) years in grade 9 or equivalent position

OR

- Masters degree in Computer Science, Computer Technology or Information Technology

Only short listed candidates will be contacted

JKUAT is an equal opportunity employer

