

The Insurance Institute of Kenya (IIK) is the umbrella body for insurance professionals in Kenya. It was formed in 1948 as an affiliate of the Chartered Insurance Institute of London, and was registered as a society by the Registrar of societies in 2002. The Institute primarily exists to promote professional standards amongst the insurance personnel in Kenya by conferring professional membership to such personnel and also ensuring that the members uphold the set standards of professionalism, ethics and conduct.

IIK is looking to recruit an ICT Officer who will be responsible for ensuring reliable online communication and connectivity for the institute. The Officer will be required to support the adoption and rollout of any new technology required to implement program activities for target stakeholders and to provide overall administrative support.

**Job title:** ICT Officer  
**Reporting to:** Administration Manager  
**Type of Appointment:** One Year Fixed Term  
**Location:** IIK Offices, South C

#### **Key responsibilities & duties**

1. Implementation, management and maintenance of Information Technology and Communication services and network.
2. Revamping, managing and continuous update of the IIK website
3. Providing onsite support to the above mentioned systems and services.
4. Installation, configuration and upgrading of servers, backup systems, desktop and laptop computers and software used in the mission.
5. Maintaining communication systems/equipment including mobile lines, internet access, and all other communication related matters.
6. Ensuring data and system integrity by setting up and administering ICT security systems: anti-virus, backup routines, access controls, firewall and physical security.
7. Providing appropriate ICT training to all users in the office.
8. Assisting in the design of database systems and applications as required by local specifications and providing technical support to users.
9. Maintaining regular updates to the technical documentation for the voice and data networks.
10. Maintaining necessary documentation for system maintenance and support procedures.
11. Performing such other duties as may be assigned.

#### **Required Qualifications:**

##### **Education**

Diploma in MIS/Computer Science/ Telecommunications/ Engineering or a related field from an accredited academic institution with three years of relevant professional experience; or University degree or Higher in the above fields with two years of relevant professional experience.

### **Experience**

- A holder of relevant certification especially A+, N+, Microsoft Certifications and CCNA will be an advantage;
- Ability to develop and maintain databases using MS Access, Visual Studio and/or SQL 2005 or higher will be a definite advantage;
- Experience in managing computer networks preferably Windows 2008 Server and Client;
- Knowledge on the use of messaging systems i.e. MS Exchange and hands-on support for MS Office products;
- Excellent verbal and written communication/management reporting skills;
- Ability to follow instructions and implement policies and procedures from his/her supervisor;
- Ability to prioritize, organize and manage a large and diverse workload under pressure;
- Ability to work and contribute as a team member in systems implementations;
- Ability to work under minimal supervision.
- Experience in managing a website will be an added advantage

### **How to Apply:**

Interested candidates are invited to submit their application by sending an application Letter and the updated CV to the email address [careers@iik.or.ke](mailto:careers@iik.or.ke) referring to this advertisement.

Closing Date: 21<sup>st</sup> June 2019

Only shortlisted applicants will be contacted.