



Vacancy: IT Executive

The Kenya Association of Manufacturers – the representative organization for manufacturing value-add Industries in Kenya is seeking to competitively fill the following position: -

Designation: IT Executive

Reporting to: Head of Finance & Operations

Location: Nairobi

Department /Section: IT Services

Contract Type: Permanent Contract

Job Purpose: Manage the organization’s IT section including maintenance of computer systems, electronic data, development, and implementation of customized systems and overseeing all computer-related activities that are necessary to effectively deliver the Association’s goals.

Responsibilities and Duties

- Ensuring reliable performance of the KAM ERP system including troubleshooting and resolving any ERP related hardware, software, user access or other problems.
- Monitoring system performance and security to maintain system security and reliability.
- Overseeing and determining timeframes for major IT projects including system updates, preventive maintenance, upgrades, migrations, and outages
- Managing and reporting on allocation of IT budget
- Running and sharing regular operation system reports with the management
- Running regular checks on network and data security
- Identifying and acting on opportunities to improve and update software and systems
- Manage the server clusters, IP-PABX, application servers and cloud server (AWS).
- Provide IT related support and guidance to staff members and management
- Supervising installation, configuration, upgrading and proper maintenance of the organization's IT devices, Software, Applications, and infrastructure. This includes but not limited to PCs LAN, WAN, Servers, Printers, Firewalls, Audio/Visual Equipment,
- Deployment and running of the organizations Solutions in the Cloud
- Setting and administering of IT Services and maintenance of Service Levels of within targets as per ITIL standards
- Improving the organisation’s resilience by overseeing IT Business Continuity and Disaster Recover Plans
- Ownership and Management of IT Contracts/Service Level Agreements and Vendors
- Implement IT Assets Management Processes
- Support IT Procurement activities
- Participate and assist in the organization of ICT related training for users
- Conducting security audits, security vulnerability checks against organization systems, carrying out remediation tasks and making policy recommendations
- Portfolio and Project Management of Enterprise-Wide IT Initiatives
- Support of Digital Marketing and Media, E Commerce Projects
- Keep abreast of technological developments, current initiatives and changes in ICT and appraise the management accordingly.
- Leadership of IT section including mentorship and career development of IT Staff

Qualifications and Experience

- Bachelor's degree in Computer Science, Management Information Systems, Information Technology, or related discipline
- Minimum of Seven (7) years of practical work experience in IT and systems management at a busy preferably highly automated work environment.
- Good knowledge of Data Analytics, Project management, Cloud computing, Networking and wireless and Basic Coding.
- Working knowledge of Active Directory, Exchange, Firewalls, Cloud Services (AWS) and Microsoft Office365
- At least two Certifications in any of the following areas
 - a. IT Service Management (ITIL)
 - b. Project Management (PMP/Prince2) or Agile (Scrum)
 - c. Security/IT Governance Certification (COBIT/CISA)
- Experience with supporting ERP (Microsoft Dynamics) will be a requirement
- Highly organised and detail oriented; able to prioritise and produce work of a consistently high standard.
- Good interpersonal skills, able to interact and work with across functional teams
- Creative, open to new ideas and ability to multi-task effectively
- Clear and logical mind with a practical approach to problem solving and a drive to see things through to completion.

How to Apply:

Interested and qualifying candidates should complete the online application form and submit their **CV only** to hr@kam.co.ke indicating the words **"IT Executive"** on the email subject line to reach us **not later than September 15, 2022. Please click on Link [here](#) to apply. Only shortlisted candidates shall be contacted.**