



**THE COMMISSION ON ADMINISTRATIVE JUSTICE**  
**(Office of the Ombudsman)**  
***Hata Mnyonge ana Haki***

**INDENT FOR INFORMATION, COMMUNICATION TECHNOLOGY INTERN POSITION**

<b>JOB TITLE</b>	<b>: INFORMATION, COMMUNICATION TECHNOLOGY INTERN</b>
<b>REPORTING TO</b>	<b>: ASSISTANT DIRECTOR, ICT</b>
<b>DEPARTMENT</b>	<b>: CORPORATE SERVICES-ICT DIVISION</b>
<b>NO. OF POSTS</b>	<b>: 1</b>
<b>TERMS OF EMPLOYMENT</b>	<b>: ONE-YEAR CONTRACT</b>
<b>DUTY STATION</b>	<b>: NAIROBI</b>

**DUTIES AND RESPONSIBILITIES**

Duties and responsibilities for this position will entail:

- i. Provide technical support to users on software functionalities
- ii. Assist in carrying out systems analysis in liaison with users
- iii. Assist in providing in-house training to staff on usage of ICT software applications
- iv. Assist in installing, configuring and deployment of ICT systems and other services
- v. Monitor ICT infrastructure including networks, servers and systems for events
- vi. Any other duties as maybe assigned from time to time

**JOB SPECIFICATION**

For appointment to this position, a candidate must have;

- i. Bachelor's degree in any of the following disciplines: Computer Science, Information Science, Information Communication Technology, Business Information Technology or equivalent qualification from a recognized institution.
- ii. Proficiency in use of Microsoft Office Suite
- iii. Database understanding of MYSQL; Postgres SQL is preferable
- iv. Internet Information Systems (IIS) Experience is preferable
- v. An understanding of programming languages (HTML, CSS, Javascript, XML, PHP) is preferable
- vi. An understanding of in server operating systems ( Linux , Windows) is preferable

## CLEARANCE/COMPLIANCE CERTIFICATES

Successful candidates will be required to provide copies of clearance or compliance certificates.

**DATED** at Nairobi this 17<sup>th</sup> October, 2023

