

2nd June 2009

VACANCY

Greetings to all.

The following vacancy has arisen within the **IT Department** and requires to be filled. The following is the job description and specification.

POSITION: IT HARDWARE TECHNICIAN

JOB DESCRIPTION

PRIMARY DUTIES AND RESPONSIBILITIES

The incumbent will undertake duties as follows:

1. Providing assistance to staff and students concerning the use of computer hardware and software including printing, Installation, Word Processing, Electronic mail and Operating System.
2. Providing network administration & maintaining of network cabling infrastructure and resolve LAN connectivity problems
3. Perform basic Network Configuration procedures for the College
4. Assisting in the planning, design, documentation and implementation of various systems including desktop PC's, servers, network equipment and software applications
5. Performs preventive maintenance for administration staff, cyber and computer lab computers.
6. Performs minor and major repairs on hardware
7. Performs any other duties as may be required of him/her.

JOB SPECIFICATIONS

1. Degree/Diploma in Information Technology (IT) or equivalent from a recognized institution
2. At least 2 years working knowledge of office applications and computing network environment
3. Broad Knowledge of PC Hardware/Software and Peripherals to Networking
4. Ability to identify and resolve Computer System operations problems
5. A professional qualification like A+ is an added advantage.
6. Excellent communication and interpersonal skills
7. Excellent organizational, planning and analytical skills
8. Strong team player of unquestionable integrity with leadership qualities
9. Impeccable interpersonal relationships
10. Ability to work effectively with people of different nationalities/ cultural backgrounds

If you feel you possess the above qualities, please forward your **application letter** and **Curriculum Vitae** indicating your daytime contacts to:

**The Human Resources Officer,
Tangaza College
P.O Box 15055-00509
Nairobi.
E-Mail: hr@tangaza.org**

Or drop the documents at the Human Resources pigeon hole. Only short listed candidates will be notified.

Closing date for applications is **Friday 12th June 2009.**

Mercy Kibe
Human Resources Officer.

CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION