Position Open: Information, Communication & Technology (ICT) Manager (REF NO: EHS/01/2022/ICT)

Environmental Health Safety (EHS Consultancy) Ltd is a private company registered under the Companies Act (Chapter 386 of the laws of Kenya). To carry on the business of health development such as to provide health related hazardous (chemical, radioactive and biological agents) management and technical consultancy services which include: provision of training and consultancy on the issues of safety in the biological, radiation, workplace, fire, ergonomics and occupational health, waste disposal; development of policy manual and project proposals on health and environmental issues, Health services management; professional and personal matters, coaching and mentoring people on life skills. We also provide products, equipment and facility, certification/accreditation based on international Standards Organization (ISO), GLP, GMP which are quality systems. Visit www.ehs.co.ke for details on what we do.

EHS Consultancy Ltd is looking for an experienced professional to head the ICT Division and who can develop innovative solutions that solve complex business problems and achieve real, measurable results.

Purpose of the Job:

This position will be responsible for all ICT activities withinn the company. S/he will undertake a wide range of ICT duties to include driving the use of technology, providing effective IT systems, helping develop and implement ICT standards and policies, and providing technology support and solutions to meet the needs of the organization and affiliated institutions.

It requires an enthusiastic individual who has a good understanding of all aspects of ICT, as well as a genaral knowledge of Microsoft Solutions and ERP applications and supporting ICT systems.

Duties and Responsibilities:

Systems and Staff Support:
- Perform day-to-day IT tasks including staff support, IT systems setup and installation, systems management, and maintenance.
- Manage the company network infrastructure and ensure that the machines, servers, network, and powers systems are running efficiently.
- Manage the electronic communication systems including Email, Internet, and website. When necessary, liaise with internet service providers to resolve internet connectivity issues.
- Update the company website accordingly as and when necessary
- Maintain an up to date Inventory of the IT Equipment and recommend equipment replacements where necessary based on the policies and need.
- Provides technical advice on new technologies that are appropriate in enhancing service delivery.

Network & Data Security

- Ensure that high standards of integrity, availability and confidentiality of all data, information, networks, systems, and other IT resources are maintained.
- Perform daily system monitoring, review and address system & application logs, document and report any security incidences.
- Ensure that all machines and systems are up to date with the current anti-virus software. Install software, Operating Systems and firmware updates and security patches when available.
- Conduct regular system audits. Prepare, and share regular reports with company management.

Disaster Mitigation and Business Continuity:

- Develop, manage, and communicate a disaster mitigation and recovery plan that will ensure good data recovery in case of system failure/malfunction to ensure business continuity.
- Ensure all data is backed up daily and accurately following the backup plan. Conduct regular tests for the backup.

Requirements

Academic Qualifications and Experience:
- Bachelor's degree in Information Technology or Computer Science with demonstrable practical skills in Information Management.
- At least 3 years' experience in a busy communication and ICT environment.
- Proficiency in the use of ICT in development of web-based solutions, maintenance of websites, network administration and with practical skills in Information Management.
- Certification in Networking, Microsoft MCP, MCSA or Cisco will be an added advantage.
- Highly familiar with a wide variety of IT security, network engineering and operating system software

Personal Qualities
- Has good interpersonal and communication skills
- Good Leadership & organizational Skills.
- Excellent written and oral communications skills in English
- Group facilitation skills an added advantage
- Integrity
- Good problem-solving & Analytical skills
- Confidentiality
- Result oriented.

Method of Application

If you believe that you have the required qualifications and experience to fill in the above position, kindly send your detailed Cover letter stating your expected salary, Curriculum Vitae together with the copies of academic & professional qualifications to Ehs@ehs.co.ke to reach us by 21st February 2022 clearly indicating the job advert position on the email subject. Only short listed candidates will be contacted.