



UNIVERSITY OF NAIROBI EXTERNAL JOB VACANCIES (PROJECT POSITIONS)

Applications are invited for the following position:

ICT OFFICER, TIMCI STUDY – PRINCIPAL'S OFFICE, COLLEGE OF HEALTH SCIENCES – AD/2/68/21 (1 POST) (CHS)

The Position

Reporting to the Study Coordinator, the ICT Officer (IO) will be responsible for creating and supporting electronic study data systems and networks. The duties of the IO will include development of databases, data collection systems, inter-operability of systems and safeguarding data security and confidentiality standards. The ICT Officer will ensure that all equipment that is used for electronic data collection is functional at all times and provide all the support required by the study personnel.

Responsibilities

- Develop standard operating procedures for ICT.
- Design and develop electronic databases that are in line with study needs.
- Maintain ICT plans and operating instructions for data systems and architectures.
- Provide guidance in identifying and defining ICT requirements.
- Implement policies and guidelines for ICT.
- Provide technical support for integrating new technology or new initiatives into data standards and structures.
- Evaluate the design, selection, implementation and support of electronic database changes using associated study requirements.
- Support field staff in the daily use of ICT systems and ensure adherence to study protocol
- Train field staff when needed.
- Devise and implement efficient and secure procedures for electronic information handling
- Ensure digital databases and archives are protected from security breaches and electronic data losses
- Ensure the integrity, confidentiality and security of all electronic datasets.
- Assist in the preparation of the monthly, quarterly and/or annual reports
- Any other duties that may be assigned by the Principal Investigator

Required Academic Qualifications

- At least Bachelors Degree in ICT, Postgraduate Fellowship in Health Informatics or their equivalent
- Certificate in Systems Security will be added advantage
- Strong ICT knowledge and skills with the ability to design, develop and support data systems capable of collecting and managing significant amounts of multisite study data

Experience

- At least two (2) years relevant experience in ICT supporting multisite research projects in a training or research institution
- Experience in electronic data management (ODK will be an added advantage)
- Electronic database design and development will be an added advantage

Required Skills, Knowledge and Abilities

- Ability to translate complex problems clearly and in nontechnical terms.
- Networking and collaboration skills
- Team player
- Ability to work under minimum supervision
- Attentive to details

Terms of appointment

This a position whose tenure is one (1) year contract renewable based on performance and by mutual consent. The salary is negotiable depending on the level of education and work experience.

NOTES

1. Applicants should email their application letters and certified copies of certificates and CV giving details of their qualifications, experience and 3 referees indicating their telephone contacts and e-mail contacts.
2. Applications and related documents should be addressed to **The Principal, College of Health Sciences** and forwarded through the applicants' heads of departments, where applicable.
3. Applicants should state their current designations, salaries and other benefits attached to those designations.
4. The application letter must bear the reference code as shown in the advertisement.
5. Applications should be emailed to **recruit-iotimci@uonbi.ac.ke**

CLOSING DATE: FRIDAY, MARCH 12, 2021.

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**