

HUBERT KAIRUKI MEMORIAL UNIVERSITY



VACANCY ADVERTISEMENT

Hubert Kairuki Memorial University (HKMU) is looking for qualified and well experienced Tanzanians, to fill the following positions:

1. ADMINISTRATIVE OFFICER (2)

Duties and Responsibilities:

1. Responsible for overseeing office day to day administrative operations running smoothly.
2. Handle correspondences and facilitate communication within department and external parties.
3. Maintain accurate records, files, and documentation related to departmental activities.
4. Assist in budget planning, monitor expenditures and ensure departmental financial compliance.
5. Organize and coordinate and servicing departmental events and meetings.
6. Preparing the annual budget for the department
7. Manage office supplies, equipment, and facility needs.
8. Provide administrative support to department staff, including scheduling and logistics.
9. Performing any other such duties as may be assigned by the superiors.

Qualifications and Experience:

Applicants must be in possession of a Bachelor's degree in Public Administration, Business Administration, Management or a related field from an accredited University, and must have a minimum of two (2) years working experience in a reputable institution. Knowledge of grant/project management will be an added advantage.

Reporting to: Human Resources and Administration Manager (HRAM)

2. NETWORK ADMINISTRATOR

Duties and Responsibilities:

1. Designing, implementing and managing campus wide Network.
2. Configuring, installing, and maintaining network equipment, including routers, switches, firewalls, and wireless access points.
3. Implementing and maintaining security measures to protect the organization's network from unauthorized access, data breaches, and cyber threats.
4. Training computer laboratory Assistants/Junior ICT staff.
5. Assisting Students and other ICT resources users in the university.
6. Teaching basic computer applications to students.
7. Liaising with the ICT unit and escalating incidents/problems to the head of ICT.
8. Overseeing service level agreements SLA of suppliers.
9. Performing network documentation.
10. Participating in planning, implementation and control of ICT development.
11. Advising the University Management on future directions of information Technology.
12. Performing any other duties assigned by superiors.

Qualifications and Experience:

Applicants must be in possession of a Bachelor's degree in Computer Science Information Technology, Network Engineering or a related field from an accredited University, possession of professional certificates e.g. CCNA/CCNP will be an added advantage, must have a minimum of 2 years working experience in a reputable institution.

Reporting to: System Administrator

Tenure: Two (2) years contract, renewable subject to satisfactory performance and successful completion of probation period upon recruitment.

Application Procedure:

Interested and qualified applicant for the above post requested to submit an application letter, curriculum vitae, and to attach copies of their certificates to: E-mails: hram@hkmu.ac.tz

The advert can also be downloaded from the HKMU website: www.hkmu.ac.tz

DEADLINE FOR RECEIVING APPLICATIONS IS 1st December 2023