

EXCITING CAREER OPPORTUNITIES

The Management University of Africa (MUA) is a private University in Kenya with its main campus in Kisaju, Kajiado County and a campus in South C, Nairobi. We envision being a premier University providing Management and transformative leadership solutions worldwide. We are looking for a dynamic, self-driven and result oriented professionals to fill the following positions:-

1.0 ICT INTERN- 1 POSITION

JOB PURPOSE:

The main objectives of the position are to assist maintenance of basic hardware (e.g. PCs, LAN equipment), software and communication systems and perform ICT related administration duties (e.g. payment of communication bills). These tasks should be performed in accordance with MUA's ICT Policy also in coordination with the ERP/Database administrator, System Administrator and Assistant ICT Manager.

KEY DUTIES AND RESPONSIBILITIES

- Design, implement and manage University network architecture (LAN/WAN, connectivity, etc.)
- Assist with creation of policies and procedures.
- Ensure network security through appropriate controls, policies, and deployment of systems; perform regular audits
- Provide hands-on leadership in the configuration and maintenance of network hardware, DNS, DHCP, switching, routing and other essential network services.
- Own administration of Cisco switches, routers, VPN, and ASA/Meraki/Cyberoam devices (firewall rules, site-to-site VPNs, software updates, etc.)
- Monitor network resources 24/7 via centralized apps to pre-empt or respond to outages.
- Recommend, specify and manage the implementation of network equipment and applications.
- Ensure high availability and redundancy of data connectivity; implement disaster recovery and business continuity measures to support the University's Business Continuity Plan.

- Apply expertise in optimizing network performance to address connectivity needs under challenging circumstances.
- Provide network documentation and training to organization and IT department.
- Develop and maintain strong working relationships with University departments/office managers, IT contractors and key vendors.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- University degree in an ICT related discipline.
- Excellent inter-personal and general communication skills.
- Ability to work with minimum supervision in a multi-cultural environment.
- Ability to learn new skills.

HOW TO APPLY

Interested candidates who satisfy the requirements below should forward their applications accompanied by a detailed CV, email address, day time telephone contact, name and address of three referees. The applications should reach the undersigned not later than **24th March 2022**.

The Management University of Africa is an equal opportunity employer.

THE VICE - CHANCELLOR
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