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| **Job Advertisement – Information Technology (IT) Administrator** | |
| **Brief:** | The German School Nairobi is seeking to fill the post of an Information Technology (IT) Administrator. |
| **Start Date:** | End of May 2024 or according to negotiations. |
| **Environment:** | The German School Nairobi is a recognized and widely acknowledged German School abroad with over 300 students from Kindergarten to Upper Secondary School. |
| **Job Profile Summary :** | We are currently seeking an experienced and thorough Information Technology Administrator to join our IT Department. In this role, you will demonstrate your expertise in managing a team, among other IT tasks. To succeed in this position, you will be highly efficient in adding value to the IT team and upholding our institution’s exceptional reputation.  **ACCOUNTABILITIES**   * Installing network and computer systems. * Maintaining, repairing and upgrading network and computer systems. * Diagnosing and fixing problems or potential problems with the network and its hardware, software and systems. * Monitoring network and systems to improve performance. * Maintaining server, upgrade, and secure, system backups and disaster recovery preparation. * Maintaining and updating documentation of procedures and configurations. * Managing entire purchase of inventory related to hardware, software and other IT supplies. * Informing the board about industry innovations and recommend relevant upgrades. * Administering of emails and cloud services. * Liaising with service and system providers to ensure systems run smoothly. * Generally supporting with smart devices and emerging technologies issues. * Administering of e-learning tools such as zoom and Teams. * Administering of Timify a free tool used to book library sessions. * Administering of intercom. * Administering of the security application to ensure maximum protection, this includes Sophos firewall and Bit defender cloud solution. * Ensuring network security and server protection. * Administering of the CCTV system. * Assisting with supporting teachers conducting iPad classes. |
| **Employer Benefits:** | * Integration into a dedicated and open-minded multicultural team at the school. * An interesting and lively working environment. * Appropriate salary with competitive additional benefits. |
| **Qualifications:** | * Bachelor’s Degree in Information Technology or relevant Computer Science degree. * Excellent verbal and written communication skills. * At least 5 years’ work experience in IT and managing a team. * Excellent command of Microsoft Office suite. * Must have good organizational skills to handle work in an efficient and timely manner. * Ability to work independently and maintain flexibility in working hours. * Should exhibit strong customer service skills when dealing with employees**.** * Cisco CCNA certification, MCSA is good to have. * Experience JaMF school or any other MDM. * Knowledge in firewall installations and management. * M365 administration. |
| **Application procedure:** | Your application, accompanied by a Curriculum Vitae should be submitted to the attention of the Human Resource Manager via email to: [applications@germanschool.co.ke](mailto:applications@germanschool.co.ke)  *Only short-listed candidates will be contacted. Interviews will be conducted on a rolling basis.* |