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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.
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| **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.
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| **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.
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| **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 *Only short-listed candidates will be contacted. Interviews will be conducted on a rolling basis.* |