

## Job Advertisement – Information Technology (IT) Manager

<b>Brief:</b>	The German School Nairobi is seeking to fill the post of an Information Technology (IT) Manager.
<b>Start Date:</b>	1 <sup>st</sup> January 2025 or according to negotiations.
<b>Environment:</b>	The German School Nairobi is a recognized and widely acknowledged German School abroad with over 300 students from Kindergarten to Upper Secondary School.
<b>Job Profile Summary :</b>	<p>We are currently seeking an experienced and thorough Information Technology Manager 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.</p> <p><b>ACCOUNTABILITIES</b></p> <ul style="list-style-type: none"> <li>▪ Installing and configuring network and computer systems.</li> <li>▪ Maintaining, repairing, and upgrading network and computer systems.</li> <li>▪ Diagnosing and resolving issues with hardware, software, and network systems.</li> <li>▪ Monitoring network performance and implementing improvements.</li> <li>▪ Managing server maintenance, upgrades, and ensuring system backups and disaster recovery preparation.</li> <li>▪ Maintaining and updating documentation for procedures and configurations.</li> <li>▪ Overseeing the procurement of hardware, software, and other IT supplies.</li> <li>▪ Informing the board about industry innovations and recommending relevant upgrades.</li> <li>▪ Administering email and cloud services.</li> <li>▪ Liaising with service and system providers to ensure smooth operations.</li> <li>▪ Providing support for smart devices and emerging technologies.</li> <li>▪ Administering e-learning tools such as Zoom and Microsoft Teams.</li> <li>▪ Managing Timify for booking library sessions.</li> <li>▪ Administering the intercom system.</li> <li>▪ Overseeing the security application, including Sophos firewall and Bitdefender cloud solution, to ensure maximum protection.</li> <li>▪ Ensuring network security and server protection.</li> <li>▪ Administering the CCTV system.</li> <li>▪ Assisting teachers with iPad classes.</li> </ul> <p><b>Leadership and Strategic Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ Serving as a leader in the digitization efforts of the school, fostering a culture of innovation and continuous improvement.</li> <li>▪ Developing and implementing strategic plans to advance the school's digital transformation initiatives, ensuring alignment with educational goals.</li> <li>▪ Drafting comprehensive concepts for new technologies and digital solutions that prepare the school for the future.</li> <li>▪ Collaborating with staff and stakeholders to identify needs and opportunities for enhancing digital learning experiences.</li> <li>▪ Evaluating emerging technologies and recommending their integration into the school's operations and curriculum.</li> <li>▪ Leading training sessions for faculty and staff to maximize the effective use of technology in the classroom.</li> </ul>
<b>Employer Benefits:</b>	<ul style="list-style-type: none"> <li>▪ Integration into a dedicated and open-minded multicultural team at the school.</li> <li>▪ An interesting and lively working environment.</li> <li>▪ Appropriate salary with competitive additional benefits.</li> </ul>



18<sup>th</sup> October 2024

<b>Qualifications:</b>	<ul style="list-style-type: none"><li>▪ Masters Degree in Information Technology or relevant Computer Science degree.</li><li>▪ Excellent verbal and written communication skills.</li><li>▪ At least 5 years' work experience in IT and managing a team.</li><li>▪ Excellent command of Microsoft Office suite.</li><li>▪ Must have good organizational skills to handle work in an efficient and timely manner.</li><li>▪ Ability to work independently and maintain flexibility in working hours.</li><li>▪ Should exhibit strong customer service skills when dealing with employees.</li><li>▪ Cisco CCNA certification, MCSA is good to have.</li><li>▪ Experience JaMF school or any other MDM.</li><li>▪ Knowledge in firewall installations and management.</li><li>▪ M365 administration.</li><li>▪ Knowledge of German language is a plus.</li></ul>
<b>Application procedure:</b>	Your application, accompanied by a Curriculum Vitae should be submitted to the attention of the Human Resource Manager via email to: <a href="mailto:applications@germanschool.co.ke">applications@germanschool.co.ke</a> by 31 <sup>st</sup> October 2024. <i>Only short-listed candidates will be contacted.</i>