



INTERNAL VACANCY ANNOUNCEMENT

Embu Water and Sanitation Company LTD, a public water utility company fully owned by the County Government of Embu and with a mandate to provide water and sanitation services in Embu County is seeking to recruit self-driven individuals for the positions: - **Job Group 7**

Reference: Ewasco/Hr/2021(11) - Assistant ICT Officer (Data base and Network Administrator) – Job 1 Positions (1 Year Fixed Contract)

(A) Key Responsibilities

1. Verifying all systems and peripherals work.
2. Creating the file systems.
3. Updating systems as soon as new versions of operating systems and application software come into the market.
4. Developing maintenance, installation and configuration procedures.
5. Setting up and managing user accounts, including issuance of passwords.
6. Maintaining the Company's Website as well as the Non-Revenue Water systems.
7. Maintaining user access administration and control.
8. Installing and supporting LANs, WANs, network segments, required software and internet and intranet systems.
9. Monitoring network communication, networks, system activity, server security and special services to ensure availability to users as required, performance of required updates, and resolve of issues arising.
10. Providing end user support, identify user needs and resolve issues arising.
11. Conducting regular testing on the network to identify areas of weakness.
12. Implementing and monitoring E-mail and Internet filters.
13. Maintaining network facilities on individual machines as well as network servers and ensure repair of relevant hardware.
14. Administering servers, desktop computers, printers, routers, switches, firewalls, phones, software deployment, security updates and patches.
15. Reporting any noted issues on the network and servers including malicious or suspicious activity and storage of sensitive information to the Manager.
16. Assisting in conducting regular training to users on network requirements.
17. Generating and retaining system backups on agreed timeframes.
18. Monitoring and maintaining system audit logins.
19. Enforcing physical security through Access Control system as well as disaster recovery planning.
20. Maintaining minimum security standards for systems to assure protection of infrastructure.
21. Evaluating and implementing network management software.
22. Installing and implementing security programs.
23. Preparing and submitting timely reports and information for decision making.
24. Continuous professional development to keep up with current industry trends.

(B) Knowledge, Skills and Experience Required

Key Qualifications and Experience

1. Bachelor's degree in IT, Computer science or equivalent with 1 year experience or
2. Higher National Diploma in IT, Computer science or equivalent with 3 years' experience at supervisory level or
3. Relevant Diploma with 5 years' experience at supervisory level
4. Registered with a relevant Professional Body will be an added advantage
5. Compliance with Chapter six of the Constitution

Key Skills

1. Communication and interpersonal relations
2. Analytical Skills.
3. Planning and organization
4. problem solving

Attributes

1. Team work
2. High level of Integrity
3. Patience and Professionalism
4. Time management
5. customer focus

APPLICATION INSTRUCTIONS

Application packages in sealed envelopes which include a Cover Letter, updated CV and certified copies of certificates and testimonials should be delivered to: -

**The Managing Director
Embu Water and Sanitation Company Limited
EWASCO House, Off Meru-Embu Road
P.O BOX 2142,60100
EMBU**

Note:

- The positions are open **ONLY** to internal candidates already working in EWASCO on contracts, casuals and those whose contracts have expired in the last 1 month.
- The Vacancy number should be clearly marked on the left top corner of the outer envelope of the application package
- Copies of all certificates should be **CERTIFIED** by the Issuing Institutions
- Only shortlisted candidates will be contacted
- Canvassing in any way will lead to automatic disqualification

CLOSING DATE: 13th August 2021, 17:00 Hours