NATIONAL SOCIAL SECURITY FUND

CAREER OPPORTUNITY

National Social security Fund is a State Corporation established in 1965. Its key Mandate is to register members, collect contributions from the members, prudently invest the contributions and pay specified benefits as stipulated in the Act. In order to improve service delivery to her members, the Fund has embarked on a programme that will result in leveraging on IT Systems to increase efficiency across all operations.

The Fund is seeking to recruit suitably qualified candidate to fill the following key position:-

INFORMATION TECHNOLOGY MANAGER

Reporting to the Chief Executive Officer, the IT Manager will be responsible for efficient planning, implementation and maintenance of a robust IT System to enable the organisation serve its customers on a state of the art platform.

The successful candidate is expected to have exceptional skills and flair to design and manage networked IT solutions for all the Fund's areas of operation.

KEY RESPONSIBILITIES:
- Develop and execute an ICT Strategy and related policies and standards in line with the organization's strategy.
- Prepare, review and monitor the ICT annual budget and operating plan to support the business plans.
- Develop and maintain processes, procedures, security and control of IT Systems and provide first line support.
- Manage the introduction, implementation and support of appropriate information and communication technology for the organization including overseeing ICT projects, operational improvements and evaluating the integration of new technologies.
- Ensure effective and efficient security systems that ensure network, system and data security and recovery from internal and external security threats.
- Perform risk assessments and execute tests of data processing system to ensure functioning of data processing activities and security measures.
- Develop and document Business Continuity Plans procedures including formulating plans for emergency recovery measures.
- Confer with users to identify and discuss their current and future requirements and coordinate, schedule and manage information systems to meet identified requirements.
- Oversee the installation of programs, conduct final testing and evaluate effectiveness and increase program operating efficiency and adapting to new requirements as necessary.
- Manage the introduction of structured end-user capacity building to ensure optimal and efficient use of all the ICT system/tools available to the Fund.
- Establish a strong working relationship with external suppliers in order to enhance productivity and manage costs.
- Develop and implement quality guidelines and procedures on hardware and software.
- Supervise and provide technical leadership and guidance to staff, ensure compliance with policies and regulations and address all staff issues.
- Provide regular and ad hoc technical and management reports for performance benchmarking and decision making and identify opportunities for innovation and foster the development of creative solutions.

QUALIFICATIONS:
- At least 10 years relevant experience five (5) of which must be in a busy IT environment
- BSc in Computer Science
- MSc in IT Design and Programmes
- Diploma in advanced packages
- IT Management certificate (ITIL,PMP and/or CISA)
- Certified Network/System Engineer
- Excellent interpersonal, communication and decision making skills

COMPETENCIES:
- Strong analytical skills with an appreciation of business/commercial ICT systems
- Experience and substantial involvement with project management methodologies with the ability to interpret complex manuals.
- Ability to plan and direct the development, implementation, evaluation and maintenance of business IT systems.
- Strong planning skills with skills in general management such as planning budgeting and administration.
- Strong leadership and management skills
- Excellent interpersonal, communication and presentations skills
- Ability to relay technical issues to a technical and non-technical audience
- 5 years' experience in a SAP environment

If you meet the above requirements, please submit your application with an updated CV so as to reach the undersigned not later than 11th December, 2017. In your application please include your day time and mobile number, email address and three referees. For hard copy applications please write the job title on the envelope. Applications should be submitted either by post or electronically to:-

The CEO/Managing Trustee
National Social Security Fund
P O Box 30599-00199
NAIROBI

Email: ict_mgr_nssf@nssfkenya.co.ke

All our services are available at all Huduma Centres countrywide.

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ISO 9001:2015 CERTIFIED